

Post Applied For: Office Boy

THAKUR AZIM AHMAD

E-mail id: azimthakur.at@gmail.com

MOB: +971524987862 /0568788120

India: Mob No: +919987767011



Objective: -

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encouraged and permitted to be an active participant as well vital contribute on development of the company.

Qualifications: -

S.S.C Passed

Basic First Aid course from Aspire Middle East Abu Dhabi 2015

Fire Warden Course from Aspire Middle East Abu Dhabi 2015

Team Building from Zone Parking Solution Abu Dhabi 2015

Languages known: -

Fluent English, Hindi, Urdu, Arabic

Work Experiences:-

Three Years Experiences as Office Boy Making Tea & Coffee & Arrangement of Stock items & Office Cleaning & Pantry & Arrange stationary Materials & Helping Receptionist & Administration & Filing Photo Copying Scanning Documents in **Zone Parking Solution** Head Office Abu Dhabi near Khalifa Park from March 2014 to March 2017

One Year Experience as Cashier and Car Park Operator in **Mawaqif** DOT Underground parking From April 2017 to April 2018 from **Zone Parking Solution**

Two Years Experience Cashier and Car Park Operator in Al Reem Island Marina Square Car parking from May 2018 to November 2020 in **Zone Parking Solution**

Daily Safety & Security Risk Assessment and Incident/Accidents Reporting & Investigation:

- *Able to assess & evaluate any risks posed within the premises & report them to the supervisors / managers in order to take the necessary measures to rectify these risks.*
- *Report immediately any safety/security related misconduct committed by any member of staff or users to the supervisor on duty.*
- *Report in details & investigate any incident/accident that occurred within the car park premises.*
- *To ensure that the car park users are aware of the controllers presence*
- *To identify the problems that needs to be reported (security, safety or operational issues)*

- *To provide assistant to car parks users or other members of staff.*

Proper Shift Handover Procedure:

- *Follow up the proper shift hand over and Take over procedure.*

CCTV Security Cameras & Bay Sensors:

- *Aware and be familiar with operating the CCTV & Bay Sensors systems in place as they help investigate, confirm, track or provide evidence if required in relation to safety or security issues.*

Maintaining Long Stay Vehicles details:

- *Monitor all vehicles left in the car parks for 5 continuous days or longer within the same car park.*
- *A list of these vehicles and their details shall be maintained in coordination with cashiers & check at least 2 times per shift.*
- *In case one of these vehicles departs the car park a departure date & time, amount paid & ticket number (if using a short term parking ticket) or membership card number (if a membership card is used) must be entered into the Vehicle Long Stay List.*

Maintenance & Cleaning follow ups:

- *Focus and Maintain all Parking Area about Cleaning and safety.*
- *Coordinate to the Cleaners how to keep clean all parking area with safety.*

Personal Profile:-

Father's Name: - Thakur Ahmed Ibrahim

Date of Birth: - 18th April. 1988

Nationality: - Indian

Sex: -Male

Religion: - Islam

Marital Status: - Single

Passport No: - N0714708

New Passport Issue from Abu Dhabi

Passport Issue Date:-16-March-2016

Date of Expiry: - 15-March 2026

Declaration

I hereby declare that the above information is correct to the best of my knowledge. I trust this enclosed for your kind perusal.

Azim Thakur

