



SHAHROZ MALIK RIAZ AWAN

SECURITY GUARD / WATCHMAN / ADMINISTRATOR



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Building 445 Bab Al Nahda
Sharjah UAE, Sharjah, UAE

PERSONAL DETAILS

Date of birth

20 Jan 1996

Marital status

Single

Nationality

Pakistan

Visa status

UAE Residence Visa

SKILLS

Time management

File/Records maintenance

Customer Needs Assessment

Computer Literate

Client Relations

Excellent communication

Customer Service

Results-oriented

Verbal and written communication

ABOUT ME

I am a self-driven individual who always excel to achieve the best results for customers. Well experience and proven skill in responding to emergencies. Remains calm while projecting authority. Always conducts duties with safety procedures in mind. A dedicated Security Guard /Watchman cum administrator with extensive experience protecting and patrolling the area and company's buildings and properties. Fluent in Urdu, English with some basic knowledge in Arabic. Expertise in use and monitoring of personal and video surveillance CCTV. I have a proven ability to assess situations and respond quickly and appropriately. Exception skills in managing difficult situations. Excellent communication skills with ability to follow instructions and make detailed reports. Driven to achieve the best results for customers. I am a hardworking, loyal and a trustworthy individual with multiple skills and willing to work under pressure to achieve any given deadline.

WORK EXPERIENCE

Security Guard/watchman/Administrator

Oxford Real Estate / Sharjah UAE/Nov 2016 - Present

- Monitored CCTV systems and other access control systems to note and curtail malicious activities such as theft and unruly activities.
- Produced reports of actions taken to resolve typical issues and referred crisis situations to management.
- Observed employees' adherence to company safety and security rules, policies, and regulations and posted orders to remedy infractions and enforce compliance.
- Observed patrons' behavior and gave warnings of infractions or violations of rules and evicted persons from premises, as necessary.
- Surveilled premises kept notes of all activity in daily officer report and submitted report to manager at the end of shift.
- Allowed only authorized persons to enter facility and monitored people exiting.
- Responsible for inspecting buildings, patrolling property, and monitoring surveillance cameras for intruders and trespassers to ensure company personnel and premises were protected and secure.
- Physically fit with ability to engage in long periods of sitting, walking, standing, or driving while performing surveillance duties with vigilance.
- Improved office procedures to enable team to produce quality work efficiently and increase productivity of office.
- Motivated and instructed administrative employees on the best ways to complete routine and complex situations and tasks.
- Handled all incoming mail and packages and separated items according to recipient.
- Checked and rechecked forms, corrected errors, and submitted them for further actions.

EDUCATION

Ongoing studies

Harvard College of Commerce and Sciences / Pakistan / 2014

- Attended coursework in Computer Science
- Minor in Physics, Chemistry, Math.

Client-focused

LANGUAGES

Urdu

English

Arabic

COURSES

Microsoft Office (Words/Excel/PowerPoint)
Nov 2014 - Dec 2014