



SYED ADEEL AHSAN

Security Guard

Mobile: +971 56 844 9074
Email: adeelahsan18@yahoo.com

ACADEMIC QUALIFICATION

Intermediate in Commerce (I. Com) – 2009 – 2011
Allama Iqbal Post Graduate College, Sialkot

Secondary School Certificate (Matric in Science) – 2009
Govt. High School Kharota Syedan, Sialkot

PROFESSIONAL EXPERIENCE

Security Guard - May 2021 – Present
Transguard Group LLC.

Dubai Mall - June 2021 – September 2021
Rove at the park (Expo) - September 2021 – February 2022
The Address Downtown Hotel – February 2022 – Present

Responsibilities:

- Protection of people, property and premises.
- Access Control; Controlling entry and exit of people, vehicles and material in the workplace.
- Patrolling; Checking the area of responsibility to find any change of state or danger.
- Searching; To look for any illegal or lost item for safety and security.
- Reporting; make reports on daily basis and report to the supervisor or manager.

Sales Assistant - March 2019 – March 2021
T. Choithrams & Sons LLC, Dubai

Responsibilities:

- Merchandising, displaying products according to the category, ordering items when required.
- Checking and making short expiry list and proper maintaining section.
- Receiving stock, observing movement of the stock to the sales area.
- Observe For shortage and take remedial action, instore appearance and helping customers.

To obtain a challenging position in an organization and to utilize my personal abilities and experience up to the limits, by sincerity, hard work and dedication. To have a constant professional growth. To work in cooperative and helpful atmosphere with high learning curve and to take part in the development and expansion of organization by performing challenging and creative work.

Social Skills

Attention to Detail, Analytical Skills, Team Player, Quick Learning, Competent & Confident, hardworking, Proactive, Honest & Loyal, Able to work independently, flexible with extra working hours.

Computer Skills

MS Word, MS Excel, MS PowerPoint, Computer trouble shooting, email, browsing, data entry, Tally, ERP, Peachtree, Quick books, problem solver

**Computer Operator cum Data Entry Operator -
June 2017 –Feb, 2019**

Elmed Instrumental PVT Limited ,Sialkot

Responsibilities:

- Enter and update data on daily basis.
- Completes data management by sorting, batching and archiving files.
- Maintain records of activities, tasks, office fillings and storage systems.
- Maintain employee information by entering and updating employment and status change data.
- Coordinate with other departments to ensure compliance with policies.
- Submit employee data reports by assembling, preparing and analyzing data as well as scan documents into document management system.

Stock Controller - June 2014 – July 2016

Kampala Industries PVT Limited, Sialkot

Responsibilities:

- Ensure all inventory and stock management systems are maintained accurately, within the agreed parameters and in a timely manner.
- Responsibility for stock requisitions and the “in-stock” levels within the agreed inventory parameters.
- Working with production staff to maintain quality and deal with rejected or faulty stock.
- Making improvements that will result in reduced stock levels, shorter lead times and lower cost of sales.
- Liaising with planners and production staff to balance their needs.
- Complete all necessary stock takes.
- Maintain the storeroom and the allocation of space for stock.
- Maintain store/merchandising standards as described in our merchandising standards manual; this includes stock management, cleaning, shelf/ stock presentation, shelf ticketing.

Father Name: Shakeel Ahmed Shah
Date of Birth : 18 May, 1992
Gender : Male
Religion : Islam
Nationality : Pakistani
Marital Status : Single

- Passport no : BV1117502
- Date of Issue : 27 March 2017
- Date of Expiry : 27 March 2027
- Place of Issue : Pakistan

- English
- Urdu
- Punjabi
- Hindi

Assistant Accountant - Dec 2012 – Dec 2013

United Insurance PVT Limited, Sialkot

Responsibilities:

- Account Receivables & Payables Management.
- Preparing cash vouchers and journal entries.
- Preparing sales invoices and purchase orders.
- Preparation of Bank Reconciliation Statements on monthly basis along with other Accounts Reconciliations as required by the management.

CERTIFICATES & ACHIEVEMENTS**Diploma in Accounting Software**

Details: Tally ERP, Peachtree, Quick Books and MS-Excel

Certificate in Computer Applications

Details: Graphic Design Applications

Certificate in Computer Hardware

Details: Computer Hardware Troubleshooting

REFERENCES

I hereby certify that the above information are true and correct in the best of my ability.

Syed Adeel Ahsan