



# RAJAN

SECURITY OFFICER /  
Customer Service executive

## Profile

✉ rajanjangra308@gmail.com

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📍 Dubai Internet City

🎂 8/23/2001

♂ Male

## Skills

Customer Service

Communication Skills

Professionalism

## Hobbies

Writing

Traveling

Music

Reading books

Learning new technology

## Career objective

Seeking a customer-oriented role as a Customer Care Executive where I can utilize my excellent communication skills, problem-solving abilities, and dedication to customer satisfaction to provide exceptional service.

## Education

KCA,BCA,IELTS,SIRA FITNESS & SECURITY,DPS-POD,BLS,  
Higher Secondary Education in Commerce (PSEB)  
Primary school Education in (CBSE)

2017 - 2024

SIRA Certified ( 2022- till now ) , Certified in Basic & Knowledge of Computer Application Course ( 2018-2019 ) , IELTS Overall 6 band score in 2019 from Global Makeovers.

## Certifications

12/12/23

CERTIFIED BY UNITED NATION SECURITY

Got certified by United Nation Security for Active performance in international event COP28 Expo2020 in 2023.

## WORK EXPERIENCE

- SECURITY OFFICER, ( EMIRATES GROUP SECURITY LLC.)  
October-2023 - Till now

• Serving as Security Officer in Palm Jumeirah Residencial Building of NAKHEEL MANAGEMENT and handling reception work.  
Multitasking, Customer Service, Attention to detail, Instant Response to emergencies.

- ARCHIVIST, ( Alec Gulf Project Management UAE )  
March-2022 - August 2023

Served as an Archivist as i was responsible for the provision, care and management of permanent collections of information that are intended to preserve the past and allow others to discover it.

- Receptionist ( Chaman enterprises Balachaur, Punjab, India )  
February 2020 - December 2021

Served as a receptionist in enterprises shop as i was giving product knowledge, Handling customers and responding calls and emails. Taking care of payments and cash transactions.