

# MUHAMMAD HARIS KHAN

harisardar035@gmail.com

Al-Jurf 1, Ajman, UAE

+971-56-7559376

## SUMMARY

Results-driven and detail-oriented professional. Proven ability to deliver high-quality work in fast-paced environments. Adept at collaborating across teams, managing projects efficiently, and solving complex problems with innovative solutions. Committed to continuous learning and professional growth, seeking to contribute value to a dynamic and forward-thinking organization.

## EXPERIENCE

### AL JABER SECURITY LLC

(May 2019 - May 2025)

Security officer

- Monitor security cameras and alarm systems.
- Conduct regular patrols of premises (interior and exterior).
- Coordinate with police, fire, or emergency medical services when necessary.
- *Check identification and control access to buildings, restricted areas, or events.*
- *Maintain visitor logs and ensure only authorized personnel enter secure zones.*
- *Communicate clearly and professionally with the public and colleagues.*

### BURGER KING, PAKISTAN

(March 2017 - December 2018 )

Cashier

- Accurately process cash, credit, and debit transactions.
- Handle returns and exchanges in accordance with store policies.
- Greet customers in a friendly and professional manner.
- Answer customer inquiries and provide assistance when needed.
- Follow all cash handling procedures and security measures.

### SHALIMAR CAR SHOWROOM, PAKISTAN

(Jan 2016 - December 2016 )

Admin Assistant

- Organize and maintain office files, documents, and records.
- *Manage calendars, schedule appointments, and coordinate meetings.*
- *Greet and assist visitors, clients, and staff in a courteous manner.*
- *Answer phone calls, direct them to the appropriate departments, and take messages.*

## EDUCATION

### Intermediate (12 standard)

2014

Government post graduate degree college no 1, Abbottabad Pakistan

### Higher Secondary certificate (10 standard)

2012

Government higher secondary school no 3, Abbottabad Pakistan

## SKILLS

- *Good Communication Skills*
- *Observation and Awareness*
- *Basic Mathematic*
- *Time management*
- *Customer Service*
- *Active listener.*
- *Able to work in a team*
- *Great problem solving skill*
- *Confidentiality and Discretion*
- *Emergency Response*