



IBRAHIM SOULEYMANE MAHAMAD

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Personal Statement :

I am a passionate service focused individual who consistently manages time and pro e s to

create maximum efficiency with minimum disruption. Expert at providing a professional

uniformed service which secure premises again t illegal entry, fire, or theft. Always

committed to make a safe and secure environment for all, and have extensive knowledge of

workplace health & safety issues as well as security operations & procedures. My key

strength lies in escorting and witnessing ca h handling, as well as coming up with security

solutions. Update with relevant CPR & First Aid certificate which make a real difference to

any emergency situation.

Core Competencies:

- Handling crisis and emergency situations.
- Able to work in outside adverse weather conditions.
- Excellent decision making and interpersonal skills.
- Knowledge of First Aid, safety rules as well as evacuation procedures and practices.
- Always communicating in a friendly and positive manner.
- Superb listening skills.
- Physically fit and able to lift or move objects and materials of various weights.
- Willing to work scheduled overtime.
- Ability to work on own initiative and as part of a team.

Organizational Experience:

2017/2019- Office Junior -General Trading Company, Dubai, UAE

This is my first & current job in UAE, working as an office junior & responsible to assist seniors /manager' s work. Key duty is to help in the smooth running of the office by screening incoming calls,managing the post & email, greeting visitors and other general administrative duties . Some of key duties include:

- Providing general administrative support to colleagues & the office Manager.

- Answering the phone and forwarding callers on to relevant staff.
- Dealing with all general emails & incoming calls on behalf of the department.
- Collecting outgoing posts for franking.
- Checking that paper is filled up in photocopiers /fax machines.
- Matching, batching and Coding of all Finance invoices.
- Collecting and signing for deliveries from couriers.
- Ordering and collecting lunch for senior staff, making tea etc.
- Providing Jun h break cover for the reception & secretarial team.
- Photocopying & printing large batches of documentation.
- Greeting visitors to the office in a professional and friendly manner.
- Responsible for the ordering of stationery, printer and photocopier supplies.

2013-2016 Security Team, Shahad Store, Chad

Worked for one talent outsourcing Company, who hire & Recruit Candidates for various roles and assign / allocate them duties with channel clients & customers.

Main job Description includes:

- Deterring theft, vandalism and illegal entry at sites.
- When required to contact emergency responders such as the fire ambulance or police service.