



PERSONAL PROFILE

- Nationality : Pakistan
- Date of Birth : 17 – 02 – 1990
- Marital Status : Single
- Language : English, Urdu, Hindi
- Visa Status : Work Visa

EDUCATIONAL QUALIFICATIONS

- ❖ Secondary Certificate in Pakistan

SKILLS AND COMPETENCES

- Calculative
- Good interpersonal skills
- Good ability for teamwork
- Excellent communication skills
- Dedicated, result oriented and success driven
- Strategic and analytical thinking with high level of integrity
- Creative, dynamic and resourceful
- Ready to take challenges and ability to work under pressure with limited or no supervision

MUHAMMAD WAQAS TAYYAB

Al-Satwa, Dubai – UAE

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CAREER OBJECTIVES

To work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of the company.

WORK EXPERIENCE

Security Guard | August 2023 – Till Date

Ektfa Security Services

Dubai – UAE

Security Guard | August 2021 - Feb 2023

Severity Security LLC

Dubai – UAE

Security Guard | 2020 May – May 2021

Skil Force LLC

Dubai – UAE

- Greet customers
- Help customers find items in the store.
- Patrol premises regularly to maintain order and establish presence
- Monitor and authorize entrance of vehicles or people in the property
- Remove wrongdoers or trespassers from the area
- Secure all exits, doors and windows after end of operations
- Check surveillance cameras periodically to identify disruptions or unlawful acts
- Investigate people for suspicious activity or possessions
- Respond to alarms by investigating and assessing the situation
- Provide assistance to people in need
- Apprehend and detain perpetrators according to legal protocol before arrival of authorities
- Submit reports of daily surveillance activity and important occurrences

Sales Customer Service | 2019 March – April 2020

Romana Water LLC

Dubai – UAE

- Set up workstations with all needed ingredients and cooking equipment
- Providing introductory information to new customers
- Ensuring that customers are satisfied with products or services
- Following up with clients or customers to check that they're still satisfied with any purchases
- Letting customers or clients know about additional products or services
- Determining the quickest, most effective ways to answer a client's or customer's questions
- Escalating queries and concerns
- Troubleshooting common issues with a product or service
- Working with a team of CSRs and other departments to find appropriate solutions

SKILLS

- Ability to handle conflict situations tactfully but firmly.
- Experience of night patrol duties and securing building perimeters.
- Excellent knowledge of the English Language.
- Ability to remain in a static position for long periods and work 12-hour shifts.
- Experience of managing large events, organizing traffic & working alongside the emergency services.
- Comprehensive understanding of the Data Protection Act.
- An ability to work to deadlines whilst ensuring accuracy and efficiency.
- Capable of working in a manner conducive with the production of high-quality data.
- Able to work fast and accurately.
- Good communication skills.
- Able to perform in pressure & multiple jobs.
- Hardworking, honest & kind person.
- Dedicated towards responsibility

Counter Staff / Water | December 2016 - December 2018

Organic Food's Café

Dubai – UAE

- Greeting guests and taking drink and food orders
- Staying attentive to the needs of guests in the dining area
- Delivering food from the kitchen to the guests
- Ensuring the food order is made correctly by kitchen staff and looks presentable for guests
- Following health code standards with regards to the handling of food
- Performing shift duties like delivering racks of cups to the service station, rolling silverware, pre-bussing tables, wiping tables and removing debris and more
- Directing customers to their seats and the restroom, answering questions about the menu, and making note of special requests, if required.
- Assembling and packaging takeaway orders.

DECLARATION

I hereby certify that the above-mentioned details are true and correct to the best of my knowledge and belief.

Muhammad Waqas Tayyab