



# MALIK ALAMGIR KHAN

## Education

- 2019-2021 | Pre Medical  
Saalits College Ziauddin Board  
Karachi Pakistan
- 2022-2023 | Diploma Information Technology  
Punjab Computer College  
Lahore Pakistan

## Work Experience

- 2023 - 2024 | Security Officer at Transguard Group  
Dubai United Arab Emirates
  - Applied outstanding communication and interpersonal skills when interacting with staff and visitors.
  - Responded quickly to any disturbances or incidents on site whilst maintaining professional calmness.
  - Patrolled premises regularly, contributing to a safe work environment.
  - Checked identification of visitors thoroughly to prevent unauthorised entries onto the premises.
  - Created hazard-free environment by reporting on building damage and irregularities.
- 2024-Present | CASH Custodian at Transguard Group  
Dubai United Arab Emirates
  - Ensured secure handling of cash for maintaining trust and confidence amongst customers.
  - Improved security measures for reduced risk of theft.
  - Complied with company policies whilst dealing with large amounts of money.
  - Supported colleagues in peak times, demonstrating excellent team spirit.
  - Executed daily operations, contributing towards improved operational efficiency.
  - Contributed positively toward work environment through professional conduct.

## Computer Skills

- Spreadsheet creation
- E-Mail systems
- operation System monitoring
- Data processing
- Operating systems
- Technical report writing
- Browser settings management
- Data analysis
- Antivirus protection

## PROFESSIONAL SUMMARY

Energetic employee well-versed in strong communication and organisation skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects. Skilled in cash handling and inventory control, paired with strong problem-solving abilities. Committed to ensuring secure and accurate financial operations to support organisational success.

## Contact Me

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- 🏠 Transguard Camp 11 Muhaisna Sonapur

## CERTIFICATES

SIRA (First Aid, POD, Fire safety)

CVIT (Cash and Valuable in transit)

## LANGUAGES

Urdu	<div></div>
English	<div></div>
Hindi	<div></div>
Pashto	<div></div>