Curriculum Vitae 

ARSHAD IQBAL

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CAREER OBJECTIVE

To pursue a dynamic career in an organization where I can explore the best my capabilities and strengths, thereby contributing towards Organizational & Personal growth in the better effective and efficient manner.

EXPERIENCE

**Organization*:* Ejadah Asset Management Solutions**

**Designation:** *Worked as a Security Supervisor in Shorooq Mirdif Community Centre (Dubai Properties, RTA 2018-2021)*

*Worked as a CCTV Operator in Souk Al Bahar Down Town (Emaar Malls Group)*

**Duration:** *27 January 2015 to 15 November 2017.*

**Job Descriptions:**

* *Monitoring and operating all the CCTV cameras and all other recording systems.*
* *Preparing all the incident reports as per issues.*
* *Taking care of entire property, assets and staff members.*
* *Keeping records of all delivery items, gate passes, log books and handling keys.*
* *Making notes of official messages for associates when they are not available.*
* *Managing the phone calls throughout the day and channelizing the calls to staff.*
* *Handling official authorities like Police, CID, Civil defence, Ambulance etc.*

**Organization*:* Al Fursan Facility Management Solutions**

**Designation:** *As a Receptionist in Dubai Museum (Dubai Culture & Arts Authority GOVT Dubai)*

**Duration:** *11 February 2013 to 14 December 2014*

**Job Descriptions:**

* *Greeting and welcoming customers in the Museum lobby.*
* *Guiding and explaining about Museum.*
* *Handling official authorities like Police, Civil defence, Ambulance etc.*
* *Maintains organization’s stability and reputation by complying with legal requirements.*
* *Contributes to team effort by accomplishing related results as needed.*

**Organization*:* Marriott International Hotels and Resorts**

**Designation:** *As a Receptionist in Marriott Hotel Islamabad, Pakistan*

**Duration:**  *February 2011 to January 2013*

PROFESSIONAL QUALIFICATIONS

* **Department of Protective Systems (DPS)**
* *Dubai Police Academy.*
* **International Award for CCTV Operators**
* *The City and Guilds of London Institute.*
* **SIRA CCTV Operator License**
* *SIRA academy Dubai.*

ACADEMIC QUALIFICATIONS

* **Matriculation B.I.S.E (Multan, Pakistan)**
* **Intermediate (Commerce) B.I.S.E (Multan, Pakistan)**
* **Diploma of Office Management N.I.M.C.S (Sahiwal, Pakistan)**
* **Bachelor (Education and Journalism) B.Z University (Multan, Pakistan)**

COMPUTER LITERACY

* *Basic knowledge of Computer Applications.*
* *Microsoft word, Microsoft excel and Microsoft Office.*

PROFESSIONAL SKILLS

* *Willing to learn new skills.*
* *Will to work and grow.*
* *Dealing with emergencies.*
* *Dealing with Fire and Safety.*
* *Conflict Resolution and First Aid.*
* *Communication and Customer Care.*
* *Well versed in standard customer service.*
* *Steadfast in discipline and of good character.*
* *Ability to adapt to a fast changing work environment.*
* *Computer literate and capable of learning new programs.*
* *Ready to meet challenges and come out triumphantly from any situation.*

PERSONAL INFORMATION

* Full Name Arshad Iqbal
* Father’s Name Zafar Iqbal
* Date of Birth 18 October 1993
* Religion Islam
* Nationality Pakistani
* Passport Number MN 1336503
* Visa Status Visit Visa

LANGUAGES

* English (Reading,Writing,Speakingp;, Listening)
* Arabic (Reading,Writing,Speaking, Listening)
* Urdu (Reading,Writing,Speaking, Listening)
* Hindi (Reading,Writing,Speaking, Listening)
* Punjabi (Reading,Writing,Speaking, Listening)

DECLARATION

*I hereby declare that all the details mentioned above are true and benefited to the best of my knowledge and belief. I hope the above details will meet your requirements and you will give due consideration to me.*