



RIZWAN ALI KHAN



Jabel Ali, Dubai 
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Objective

Driven professional seeking a challenging role where I can utilize my relevant skills/experience to contribute to the success of company/organization. With a proven track record of achievements or accomplishments. I am dedicated to delivering high-quality work, exceeding targets, and continuously learning and growing in a dynamic and innovative environment."

Experience

- **Instashop** 2022 - Jan 2024
 - Designation: Co-ordinator
 - Delivery Coordination & Scheduling: Managed delivery schedules and coordinated with drivers for efficient grocery delivery.
 - Order Management: Oversaw order processing, ensuring accuracy and timely fulfillment using advanced software.
 - Exceptional Customer Service: Provided top-tier support, addressing inquiries and resolving issues promptly for seamless deliveries.
 - Cross-Department Collaboration: Collaborated with teams to streamline operations and contribute to process enhancements.
 - Dynamic Problem-Solver: Adapted quickly to changes, resolved challenges, and optimized processes for efficiency.
- **Emaar Properties from Transgurd group** 2021 - 2022
 - Designation : Security Supervisor
 - Team Management: Supervise security personnel for residential safety, ensuring effective training and deployment.
 - Policy Enforcement: Oversee security protocols to maintain regulatory compliance and standards.
 - Inspection & Audits: Conduct routine checks to improve security measures and personnel performance.
 - Shift Coordination: Schedule security shifts for comprehensive coverage across residential areas.
 - Emergency Response: Monitor and respond to security incidents, coordinating with authorities as needed.
 - Training & Briefings: Conduct regular sessions to enhance security personnel skills and awareness.
 - Community Relations: Build strong resident relationships, address concerns, and implement safety initiatives.
- **Emrill Service LLC** 2019 - 2021
 - Designation : Security Patroller
 - Patrol and Monitoring: Regularly patrol residential areas to ensure safety and security, monitoring access points to prevent unauthorized entry.
 - Emergency Response: Respond promptly to alarms and incidents, taking appropriate action in situations such as disturbances or medical emergencies.
 - Rule Enforcement: Enforce community rules and policies, ensuring compliance with regulations like parking restrictions and noise control.

- Asset Inspection: Conduct thorough inspections of physical assets like fences and lighting, reporting maintenance or security issues promptly.
- Safety Inspections: Regularly inspect residential units and amenities for potential vulnerabilities or hazards, addressing them proactively.
- **DIFC Organisation from Etisalat facility management** 2015 - 2018
 - Designation : Security officer
 - Safety and Security Oversight: Ensure safety for personnel, visitors, and assets within the assigned area.
 - Access Control: Monitor and regulate premises access, conducting checks and issuing visitor passes as needed.
 - Visible Deterrence: Maintain a visible presence to deter unauthorized access and promote a secure environment.
 - Surveillance Monitoring: Monitor surveillance systems, including CCTV, to identify and address potential security threats.

Education

- **City College/ Osmania University (Hyderabad)** 2014
 - B.com
 - B
- **Falakunuma Jr College (Hyderabad)** 2011
 - Intermediate
 - B
- **School : Govt High school (Hyderabad)** Year of passing : 2008
 - Course : SSC
 - Grade : C

Skills

•Communication • Problems solving • Collaboration • Time management • Adoptability • Leadership

Interests

- Reading
- Swimming
- Watching Potcost
- Photography

Personal Details

- Date of Birth : 04-12-1990
- Marital Status : Single
- Nationality : Indian
- Religion : Islam
- Gender : Male
- Visa status : Visit
- Passport details : W2515854 Validity 2025

Driving Licence

- Light vehicle manual.
- Number: 3832637.
- Validity : 2025.