

# CURRICULUM VITAE

SOHAIL HAFIZ

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Career objective: To seek a challenging and responsible position in a professional company where ample scope of utilizing my potential exists to be a part of a team where the word growth would be mutually between my company and me.

## Educational Qualification:

Diploma in Oil & Gas Safety  
Board of Intermediate Education (10+2) from JVS college - Hyderabad.  
Telangana State. India

## Key Skills –

Excellent verbal and written communication skills in English.  
COSHH ( Control of Substances Hazardous To Health).  
Basic H2S OPITO Approved.  
Basic First Aid & CPS.  
IOSH Certified  
Ability to work with minimum supervision in a busy environment.  
Able to do repetitive tasks accurately over long period of time.  
Working knowledge of M.S. Office software and spreadsheet.

## Professional Experience.

Worked in Gulf Warehousing Company (GWC)- (2021 - 2024)

Receiving material from suppliers  
Maintain stock and issue  
Follow safety rules



قطر للغاز  
QATARGAS

Daily Housekeeping.

IN GWC I WAS WORKING AS -

Store Keeper in QG (QATAR GAS)

Worked as RMS Assistant in (RECORDS MANAGEMENT SERVICES) IN GWC.  
QATAR

Worked in HMC (Hamad medical corporation) in GWC.

Worked as assistant storekeeper for QE (QATAR ENERGY)



Worked in GWC Warehouse in QG (QATAR GAS).

Company: Qatar Security Services (QSS) Duration: (2019 To 2021)

Ensuring safety at public events, malls, airports, and other high-traffic areas.

Monitoring residential, commercial, and industrial properties to prevent theft, vandalism, and other security threats.

Responding to emergencies such as fires, medical situations, or security breaches.

Ensuring secure environments during major events, such as sports, conferences, or cultural festivals.

Coordinating with local law enforcement, fire services, and medical teams to manage crises.



Company: M/s. TRANSGUARD GROUP

Duration: (2016 till 2018)

Designation: Cash custodian / Store Keeper (Cash services Dept.)

Ensuring that petty cash funds are physically secured at all times. Cash must be locked securely when not in use. The key or combination must also be safeguarded to prevent theft of the cash.

Maintains inventory by identifying, labeling, and placing materials and supplies in stock

Recording location of inventory of Security staff PPE (Personal Protective Equipment)

Checking & receiving new shipments against Delivery Notes / Purchase orders.

Proper preservation of material stock in designated shelves / locations.

General Responsibilities Include:

Professional appearance and attitude

- Be vigilant at all times and assume responsibility for the premises under your control.

- Adhere to all instructions given by Supervisor as per policy and procedure.

- Ensure safety and security of the customer's premises at all times and bring any suspicious activities and observations to the customer's attention.
- Prevent access of unauthorized personnel into the customer's premises.
- Maintain logs which may include but not limited to visitor and vehicle logs, incident register, movement of material, key issue and return log etc.
- Provide assistance, notify concerned authority and take immediate action in case of accidents, fire, theft and any emergency. Administer first-aid, inform emergency service and customer's representative and operations team.
- Prepare reports of all incidents
- Regularly check and ensure maintenance and operation of the fire alarm panel, fire extinguisher and first aid kits.

#### Personal Details:

Father's Name: Hafiz Abdul Lateef.  
Nationality: Indian.  
Passport no: V8539671.  
Visa Status: Self Sponsored Visa with Emirates ID  
Visa Validity: 12-11-2025  
Emirates Id No.: 784-1982-6916372-5  
Marital status: Married  
Date of birth: 10-12-1982.  
Languages known: English, Urdu, Arabic and Hindi.

[SOHAIL HAFIZ