



SYED KASHIF IMAD SHAH SHAH



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0554084150



Pakistan



Pakistani

EDUCATION

Master in Islamiat
January 2014 - April 2015

Master in I.R
January 2019 - April 2020

Bachelors in Arts
January 2004 - April 2005

Intermediate in Arts
January 2004 - April 2006

Matriculation in Science
January 2003 - April 2004

LANGUAGES

English C2

Proficient

Urdu C2

Proficient

Hindi C2

Proficient

PROFESSIONAL SUMMARY

Seeking for a challenging job in an esteemed organization where I can utilize all my personal professional and academic skills for contributing to stimulate an environment effectively and efficiently. As well as To work in a challenging environment in any government semi government, non government and multinational companies or organization for career growth through sincere , achievement and skill and where evaluation is based on performance and where is an equal chance of career development. Committed manager with exceptional leadership, organisational skills and communication abilities leads high-performing cross-functional teams. Leads projects, company operations and business growth. Talented security professional skilled at conducting building patrols, securing entrances and exits and keeping visitors under constant surveillance. Dependable in writing reports, updating records and handling simultaneous tasks in fast-paced settings. Careful security professional with physical and verbal abilities to manage incidents and restore order. Focused on prevention first and control second, with care for health, safety and wellbeing of personnel. Trained in remote and direct monitoring techniques. Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results. Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion. Customer-oriented [Job Title] with strong history of leading high-performance teams to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence. Tactical team builder with strong background in training and team development.

SKILLS

- Customer Service
- Emergency Response
- Verbal communication
- Access Control
- File and records management
- Punctuality
- Front desk operations
- Microsoft Office
- Excel proficiency
- Radio communications
- Safety and security
- Physical stamina
- Fire Safety
- Wireless technology
- Visitor registration
- Building access control
- ID verification
- Emergency awareness
- Site patrolling
- Reporting skills
- Security operations experience
- Emergency management
- Emergency evacuations assistance
- Fire alarm testing
- Premises patrol
- Hand-held wand operation

WORK HISTORY

Dr. Atta Shaheed Memorial School & College Pabbi - Coordinator and Head of Study, Pabbi

- Three years Management experience in Dr
- Atta Shaheed Memorial School & college Pabbi (Khyber Model School)
- Working as a coordinator and head of study
- Managing staff duties
- Preparing teachers time table
- Provision of necessary materials
- Observing staff problems and making efforts to solve them
- Work as a medium between staff and principals
- Managing time table and duty timing of staff
- Keep focus on study syllabus
- Controller of monthly tests and home examinations
- Providing required stationary to the examination hall
- Assuring maintenance of discipline
- Link between parents, students and teachers
- Keep check and balance on whole system
- Direct dealing with parents and guardians regarding suggestion and complaints
- Making weekly reports of school and report to the principals
- Incharge of co-curriculum activities of school
- In demonstration observing the teachers
- Incharge of proctorial board.

Durrani Coaching Academy - M.D

- Work as M.D in Durrani Coaching Academy (Rahbar Model School)
- Direct dealing with parents and guardians regarding suggestion and advises
- Keep focus on study syllabus
- Prepare students for home and board examinations
- Managing staff salaries.

October 2023

Transguard Security Company - Professional Security, Dubai

- Joined transguard security company as professional security in October 2023 and promoted as team leader due to my great management skills.

February 2007

Daewoo Pakistan Express Bus Service Ltd. - Cargo Booking Assistant

- From FEB 2007 joined Daewoo Pakistan express Bus service as a Cargo Booking Assistant and Promoted at the post of Senior Officer then as office Assistant
- Ten years experience as office Assistant and office management
- Booking & Dispatching different type of goods to different destination
- Maintaining the Cargo Store proper
- Managing employee's duty roster
- Up keep the record of Operational / Printing stationary

- Up keep the outward & inward registers
- Making daily sale reports and report to Cargo Manager
- Direct dealing with customers regarding suggestion & complaints
- Managing employee's salaries.

March 2020 - April 2023

BELFORT Security Services (Pvt) LTD - Security Guard, Pakistan

- Worked as a Security Guard with BELFORT Security Services (Pvt) LTD from 17th March, 2020 to 14th April, 2023 in Pakistan.

PERSONAL INFORMATION

- Sira (Security Industry Regulatory Agency) Govt. of Dubai
- CAPU (Cargo and Aircraft Protection Unit)
- Aviation Security DGR (Dangerous good)

PERSONAL INFORMATION

Nationality: Pakistani