



Shakir Rahman

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Address: Dubai investment Park 2 , Talal Hypermarket , 500001, DIP 2, United Arab Emirates (Home)

WORK EXPERIENCE

15 MAR 2022 – CURRENT Dubai , United Arab Emirates

SECURITY GUARD (LOYAL FACILITY MANAGEMENT SERVICE)

- Monitor property entrance
- Authorize entrance of people and vehicles
- Report any suspicious and happenings
- Secure all exits, doors and windows
- Monitor surveillance cameras
- Respond to alarms and react in a timely manner
- Provide assistance to people in need
- Submit reports of daily surveillance activity.

My basically duties are;

Patrolling perform regular patrols of the premises to ensure that security protocols are being followed.

Monitoring monitor security cameras and other equipment to detect potential security threats

Access control control access to the premises by verifying identification and granting or denying entry.

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

Writing reports write reports on security incidents and submit them to their supervisors.

Customer service Provide excellent customer service to visitors and clients.

14 JAN 2018 – 31 JAN 2019 Islamabad , Pakistan

WAREHOUSE ASSISTANT / STORE ASSISTANT DIAMOND INDUSTRY

Primary Roles Warehouse Assistant/Store Assistant; The primary role of the Warehouse Assistant/ store assistant includes the receiving and processing of incoming stock and materials, picking and filling orders from stock, packing and shipping orders and managing, organizing and retrieving stock in the warehouse.

- Package items and label correctly.
- Scan delivered items and ensure quality.
- Report damaged or missing inventory to supervisors.
- Stack and organize large bulk items.
- Remove inventory from trucks or shipping and delivery to proper location.
- Update logs and documentation for inventory processing.

1 MAR 2019 – 1 JAN 2020 Gadoon amazai industrial state , Pakistan

ADMINISTRATION DRIVER CHERAT PACKAGING LIMITED

- **Building** and maintaining a network of contacts to support your daily tasks both onsite and outside.
- **Safe Transportation:** Safely drive staff members to and from designated locations, following all traffic rules and regulations.
- **Vehicle Maintenance:** Regularly inspect and maintain the assigned vehicle, including checking fuel, oil, and tire pressure. Arrange for scheduled maintenance and repairs as needed.
- **Cleanliness:** Keep the interior and exterior of the vehicle clean and presentable at all time.
- **Documentation:** Maintain accurate records of travel, mileage, and expenses related to vehicle maintenance and fuel consumptive.

15 JAN 2020 – 1 JAN 2022 Islamabad , Pakistan

FRONT DESK RECEPTIONIST LEPORID COURIER SERVICE

- Welcoming visitors and solving their problems.
- Excellent communication and interpersonal skills.
- Managing security and telecommunications systems.

- Handling queries and complaints via phone, email and general correspondence.
- Taking messages and ensuring they are passed to the appropriate staff member in time.
- Managing meeting room availability.
- Receiving, sorting, distributing and dispatching daily mail
- Preparing vouchers
- Handling transcription, printing, photocopying and faxing
- Recording and maintaining office expenses
- Handling travel arrangements
- Coordinating internal and external events
- Managing office inventory such as stationery, equipment and furniture.

● EDUCATION AND TRAINING

15 AUG 2016 – 22 OCT 2018 Swabi , Pakistan

BACHELOR OF MEDICAL SCIENCE University of Swabi

Website <https://uoswabi.edu.pk/>

1 JUN 2018 – 19 DEC 2019 Swabi , Pakistan

DIPLOMA INFORMATION TECHNOLOGY Shaheen Vocational training Institute

Website <http://www.kpstvet.gkp.pk/public/institute-info/6>

1 DEC 2020 – 1 JUL 2022 Swabi , Pakistan

COMPUTER OPERATOR, CCTV OPERATOR, FREELANCING, DIGITAL MARKETING Shaheen Vocational training Institute & Digiskills

Website <https://digiskills.pk/>

● LANGUAGE SKILLS

Mother tongue(s): **HINDI** | **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	A2	C2	B1	B1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Good use of Microsoft app, social network, internet search engines and e-mail | Network Maintenance and Troubleshooting | Installing and operation of Microsoft XP, Windows 7,8 & 10 MS-Office | Intalling/ Configuring/Uninstalling computer software | Microsoft Office (Outlook, Excel, Word, PowerPoint) | Proficiency of using computer and internet

● ADDITIONAL INFORMATION

UAE SECURITY LICENSE

25 JAN 2023 – 25 JAN 2025

SIRA holder

UAE DRIVING LICENSE

10 AUG 2023 – 10 AUG 2025

Light Motor Vehicle Manual License 3