

# **RESUME**

## **NAQASH RASHEED**

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### **CAREER OBJECTIVE**

To seek challenging position in a dynamic environment and desire to progress further in the field and like to grow with organization that acknowledge accomplishments and prove to be an asset for its effective functioning and be a team player for the achievement of organizational goals and its success.

### **PERSONAL ABILITIES**

- DPS Training from Dubai Police Academy on 2013
- Basic technical training for vehicle access control security systems.
- To understand, learn and excel in the work undertaken.

### **PROFESSIONAL HISTORY**

#### **In United Arab Emirates**

**COMPANY NAME** : Vip Valet Parking Control

**DESIGNATION** : Driver

**DURATION** : Oct.2023 to Now

**COMPANY NAME** : Star Security Services L.L.C

**DESIGNATION** : Security officer

**ASSIGNED LOCATION** : Jumeirah Pavilion Mall, Universal Concrete Products Limited Co. L.L.C

**DURATION** : July 2013 to August 2017

**COMPANY NAME** : Star Security Services L.L.C

**DESIGNATION** : Patrolling car driver

**ASSIGNED LOCATION** : International City

**DURATION** : October 2017 to july 2019

**Dubai Driving license No** : 3736185

**Issued Date** : 07/09/2017

**Expirey Date:** 20/12/2028

#### **Duties and Responsibilities**

• Providing excellent customer service to the Nakheel properties residents, contractors and Nakheel employees.

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- Taking care of email communication.  
Date entry.

#### **Duties and Responsibilities**

- To allow the authorized person to the premises after security checking.
- To operate the access control for permitted persons.
- To respond the fire alarm control panel.
- Informing public in case of safety issues around them.
- Patrolling at the assigned location and right time reporting to the control
- Maintain daily base visitors log sheet, contractors log sheet and daily complaint book.

- Monitoring the CCTV footage and access control PC and fire panel.
- Keeping records of visitor's temporary access cards, keys and lost & found items.
- Communicating to security wing through tetra (radio)
- Deal with emergency situation in a manner of assignment instructions.
- Providing local directions to public as an assistance inside on my assigned duty place.

### **Work Experience in Pakistan**

COMPANY NAME : **Pakistan Currency Exchange**  
 DESIGNATION : Accountant  
 ASSIGNED LOCATION : Dina  
 DURATION : October 2012 to June 2013

### **SOFTWARE PROFICIENCY**

- Microsoft Office
- Logic (Application for internal Company financial purposes)
- ID Soft
- Peach Tree

### **EDUCATIONAL QUALIFICATION**

- ✓ Diploma in Commerce from Govt. Commerce college kahuta
- ✓ Bachelor in Commerce from Alama Iqbal Open University Islamabad

### **LANGUAGES KNOWN**

- English (Read, Write, Speak)
- Urdu (Read, Write, Speak)
- Punjabi (Read, Write, Speak)

### **PERSONAL INFORMATION**

Name as in passport : Naqash Rasheed  
 Passport Number : DD9842732  
 Issued Date : 20/06/2017  
 Expiry Date : 19/06/2027  
 Place of issue : Rawalpindi  
 Gender : Male  
 Date of Birth : May 1<sup>st</sup> 1991  
 Name of Father : Abdul Rasheed  
 Marital Status : Single  
 Religion : Muslim  
 Place of Birth : Pakistan

I do hereby declare that all the particulars and information give above are true to the best of my knowledge and belief.

**(Naqash Rasheed)**