

RESUME

NAQASH RASHEED

Voice: 05 2 5 7 2 5 4 0 7

Email: naqashkashi00@gmail.com



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 1st 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)