

WALEED QAYYUM Contact no 052-3064622 E-mail: abbasiw666@gmail.com

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PROFESSIONAL SUMMARY:

I consider myself confident with good communication skill and able to communicate at all levels and able to maintain high level of confidentiality where necessary. I can quickly adapt to the work ethics of a company, regarding myself being confident as I have experience and I am positive that I can deliver the result.

PERSONAL CAPABILITIES:

- Positive attitude
- Excellent communication skill
- A dynamic team member to achieve potential and meet organizational objective.
- Hard working
- Ability to work under pressure
- Good customer service

ACADEMIC QUALIFICATION

- FSC certificate (HSSC) Completed (PAF) Higher secondary school & college, Murree from federal board Islamabad in 2015.
- Secondary school certificate (SSC) PAF Higher secondary school & college, Murree from federal board Islamabad in 2012.

DRIVING LICENSE:

- UAE Driving License # 3 (MANAUAL)
- Pakistani Driving License (LVT)

WORK EXPERIENCE

- One-year experience as a Driver at one of five-star hotel mar gala Islamabad Pakistan
- Six-month experience as a Driver at Professional security system Dubai UAE
- One-year experience as a sale man at one of the Italian shopping mall in Islamabad Pakistan
- Two Year experience as a CCTV Operator in IKEA Dubai Festival city UAE
- ✤ 06 Years' experience in PROFESSIONAL SECURITY
- SYSTEMS (PSS) DUBAI, UAE
- Company: IKEA SWEEDEN, DUBAI FESTIVAL CITY, under Professional Security systems
- Duration: Since 17 December 2017 till now

JOB DESCRIPTION

Job Description for Driver:

- Transport clients and /or packages to and from destinations
- Arrive at destinations on schedule
- Fulfill administrative needs, like office pickups
- Research and plan for traffic to determine best route
- Interact with clients professionally at all times
- Ensure that the vehicle is always fueled and ready to use
- Arrange for vehicle repairs as needed
- Handling incoming calls, providing phone numbers and general information to callers, transferring call as requested or as necessary.

Job Description for security officers:

 Responsibility for meeting and greeting visitors in the reception area and providing information as requested.

- Disciplined honest and straight forward
- Whatever challenged I accept I do with perfection

PERSONAL <u>PROFILE</u>

- Name: Waleed Qayyum
- Date of birth: 01 Aug 1995
- Nationality: Pakistani
- Religion: Islam
- Passport no: BT4150912
- Status: Marriage

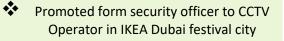
<u>COMPUTER SKIL</u>

 Good working in MS word/MS Excel/power point

<u>OTHER QUALIFICATION &</u> <u>ACHIEVEMENTS</u>

- SIRA training completed successfully from SIRA (Under institute of City & Guilds, UK)
- Firefighting training successfully completed From (SIRA)
- First-Aid training successfully completed From (SIRA)
- (POD) People of determination training Successfully completed from (SIRA)
- Fire drill training successfully completed from IKEA DFC AL FUTTAIM retails.

Accomplishments:



Promoted form patrolling supervisor in Professional security system

Website Portfolio:

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LinkedIn

- Managing digital and hard copy filling systems.
- Checking on any unusual incident or accident within the road
- Store opening and closing procedures.
- Loss mitigation.
- Ensure the shop floor was maintained to a high standard and all merchandise was displayed neatly at all times, especially during busy periods.
- Maintaining record of the customer's lost & found.
- Ensuring the customers are satisfied before, during and after shopping.
- Ensuring safety and security procedure are implanted.
- Checking properly outgoing delivery & incoming delivery items from different store.
- Manage monthly reporting and KPI update.
- Develop and maintain standards operation procedures.
- Manage day by day operations problem and providing product information.
- Prevent properties and product from damage conditions.
- Maintain inventory data control process.

Job Description for CCTV:

- Maintain log books, including sign in/out logs, and calls received.
- Checking all CCTV cameras status on daily basis if cameras are bluer, fluctuated, videos lost, angle change immediately report to concern department.
- Spot checking for all cashiers on daily basis.
- Checking discrepancies for all cashiers
- Checking Re-check transaction as requested by customer service team.
- Checking suspicious activity within the store and immediately repot to supervisor and management and prepared incident report if required.
- Making sure all guards are following Site Operation procedure (SOP)
- Maintaining record of the lost & found.
- Maintaining all Keys

Languages skills

- ENGLISH: Excellent in reading, writing and speaking.
- URDU & Punjabi Good in speaking, listening & writing
- HINDI: speaking & listening