



WALEED QAYYUM

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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 (MANUAL)
- ❖ 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 PROFILE

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

COMPUTER SKIL

- ❖ Good working in MS word/MS Excel/power point

OTHER QUALIFICATION & ACHIEVEMENTS

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 security officer to CCTV Operator in IKEA Dubai festival city
- ❖ Promoted form patrolling supervisor in Professional security system

Website Portfolio:

- ❖ 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