



Wasif Adeel

Security Officer

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CONTACTS



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Abu Dhabi, U.A.E



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EDUCATION

- ❖ **Intermédiaire.**
Rawalpindi board, Pakistan.
- ❖ **Diploma in Electrica Supervisor, Poli Techno Institute. Chakwal, Pakistan**
- ❖ **Diploma in AC Maintenance, Fuji Foundation Chakwal , Pakistan**
- ❖ **Secondary School Certificate (SSC)**
AIOU, Islamabad, Pakistan
- Marks obtained 1000/604 General Science Group.

ABOUT ME

Seeking a challenging position in a reputable organization offering growth potential where I can utilize my skills and personal capabilities to drive my client to apex of successes. Self- motivated and hardworking with zeal for professional progress and career advancement through determination and dedication.

WORK EXPERIENCE

Marketing Manager, Customer Service Representative, Security Officer.

Duties & Responsibilities:

- 10 Year Experience as a Sale's & Purchase Marketing Manager.
- Ufone: Ufone telecommunication, Chakwal, Jan-2010 to Jun-2013, Customer Service Representative.
- Securiguard Middle East Abu Dhabi, UAE. Jun 2013 Present Working. Security & Safety with Customer Services & Document Controller.
- Al Dar Properties, Abu Dhabi, UAE, Sep 2013 to March 2015. Security & Safety with Customer Service Representative & Receptionist (GATE & ARC Tower) Abu Dhabi. Al-Reem Island.
- May 2015 Start work at Etisalat exchange western region bida Zaye, Security & safety with customer service and working with Etisalat Administration management as a part of the team (Answer and direct phone calls. Maintain contact list. Produce and distribute correspondence memos, letter, fax and forms. Assist in the preparation of regularly scheduled reports and operating CCTV on current location.

OTHER QUALIFICATIONS

Capable of making weekly, monthly and yearly progress and incidents reports.

- Practical problem-solving skills.
- Excellent telephone & in-store technical support skills.
- Good computer Data Input Operator with good clerical talents.
- 10 Year Experience as a Sale's & Purchase Marketing Sale Manager.
- Practical problem-solving skills.
- Excellent telephone & in-store technical support skills.
- Good computer Data Input Operator with good clerical talents.

Confidential

COMPUTER SKILLS

- Operating System: Windows 95,98,2000,2016, XP, and window & Premium.
- Computer software installation program.
- Microsoft office. (Word,Powerpoint,Excel)
- Corel draw.

LANGUAGES

- ✓ English : Fluent
- ✓ Urdu : Fluent
- ✓ Arabic : Basic

PERSONAL DETAILS

Date Of Birth : 22th April 1982
Gender : Male
Nationality : Pakistani
Marital Status : Married
Visa Status : Employment Visa
Passport No : AR1401314

PROFESSIONAL TRAININGS

- ✓ First Aids course from SecuriGuard Middle East.
- ✓ Firefighting training from SecuriGuard Middle East.
- ✓ Safety measures in case of emergencies tutorials 1
 - Introduction to Safety Management.
 - Effective Safety Committee Operations.
 - Effective Accident Investigation.
 - Safety Supervision and Leadership.
 - Safety Management System Evaluation.
 - Emergency Action Plans.
 - Fire Prevention Plans.
 - Fleet Safety Management.
 - Ergonomics Program Management.

PERSONAL SKILLS

- Excellent Communication Skills.
- Able to work independently and with the team.
- Ability to manage multiple tasks and think strategically.
- Sharp & creative in problem solving and needs

DECLARATION

I hereby declare that the above furnished information is true and correct to the best of my knowledge and

Wasif Adeel Muhammad Younas.