

## CURRICULUM VITAE



### **Said Ameen**

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**Dubai UAE**

#### **Objective:**

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

#### **Skills:**

- Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Answer alarms and investigate disturbances.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.

#### **Work Experience:**

- Presently working as a Security Guard in Transguard Security Dubai UAE from Last 1 year to till date.
  - Worked for 06 months as receptionist at Society of Engineering Dubai.
  - Worked for 05 months as receptionist at the ADIB branch office Dubai.
  - Worked for 04 months as receptionist security CBD branch office Dubai.
- 4 year worked as a Security Guard in RSK Security Services L.L.C Dubai UAE. January 2019 – January 2023
- 3 years worked as a Security Guard in PAF School & Collage Pakistan.

#### **Responsibilities:**

- Inspect and patrol premises regularly
- Monitor property entrance
- Authorize entrance of people and vehicles
- Report any suspicious behaviors and happenings
- Secure all exits, doors and windows
- Monitor surveillance cameras
- Respond to alarms and react in a timely manner

- Provide assistance to people in need
- Submit reports of daily surveillance activity
- Submit reports of every suspicious action

### Personal Profiles:

Name : **Said Ameen**  
 Date of Birth : 20-04-1999  
 Nationality : Pakistani  
 Visa Status : Employment Visa  
 Gender : Male  
 Marital Status : Single  
 Religion : Muslim  
 Languages Known : English, Hindi, Urdu & Arabic

### Passport Details:

Passport No : FB1201282  
 Date of Issue : 02-03-2023  
 Date of Expiry : 01-03-2033  
 Place of Issue : Pakistan

### Key Qualities:

- 1 Excellent Communication Skills.
- 2 Excellent in understanding customer attitude and interest.
- 3 Friendly sociable and having good sale aptitude.
- 4 Having good convincing capacity and presentation skill.
- 5 Excellent in public relation and having a pleasing nature.

### Education Qualification:

- FA Passed
- SIRA DUBAI (No:308315)

### Additional Qualification:

- UAE Motorcycle License
- UAE Car License (4155871 - Issue date: 10/08/2021 , Expiry date : 07/11/2028)

### Activities:

- **Reading Books**
- **Swimming**
- **Playing Foot Ball**

### Conclusion & Declaration:

I can extend great deal of support in streamlining the activities of the organization. I hope you will consider my candidature for the applied post in your esteemed organization as per my qualification, experience and proven abilities.