

# Hamed Mohammed Abdulhafiz Hamad

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## Personal Information:

**Nationality:** Sudanese  
**Gender:** Male  
**Date of birth:** 01/11/1995  
**Language:** Arabic (Fluent)  
English (Very Good)  
**Mobile:** 33475973 – 66924544  
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## Personal Profile:

A meticulous Security Guard with a varied background in security and administrations and the ability to direct and enhance security procedures to ensure the safety and protection of premises, shipments and people.

Knowledge of facilities management, CCTV operations and reporting requirements. Skilled in the provision of high-level training plans and reinforced standard to reinvigorate security operations and team performance. Ability to build productive relationships with emergency services, namely the police and customers to maintain security and services. Practice in securing premises with a focus on the protection of visitors, property and equipment.

## Education:

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|---|-------------------------------|
| • <b>ICDL Course (International Computer Driving License )</b><br>Al-Attiya Computer & Technology (ACT) | September 2016<br>Doha, Qatar |
| • <b>High School Diploma - Literary Section</b><br>Mohamed Bin Abdelelaziz Al-Manaa Secondary School    | June 2015<br>Doha, Qatar      |

## Work Experience:

### **Mandob & Delivery**

Talabat Services Company - June 2023 Doha, Qatar

- Provide quality customer service from the beginning transaction to the end.
- Delivered a variety of things to different address and through different routes.
- Collecting payment and providing a punctual satisfying.
- Handled money and know how to use a cash register.
- Provided customer service to each of the company's customer by delivering their orders on time and placing special orders as needed.
- Handle and resolve customer complaints.

## **Security Guard and Cargo Security - Terrestrial defense and security**

Al Udeid Air Base Feb 2017 – May 2021 Doha, Qatar

- Covering reception, signing-in all vehicles, checking visitors and tenant passes and X-Ray searching visitors. Controlling the entry and exit of vehicles
- Creating a safe and comfortable working environment for employees and visitors.
- Monitoring and operating CCTV cameras and other recording systems.
- Allowing entry only for authorized vendors, contractors and visitors through proper security checks and the close monitoring of CCTV.
- Protecting the property from theft, vandalism and accidental damage, and calming disturbances.
- Ensuring that employees carry proper identity and visitor cards.
- Evaluating alarms, locks and fire exits, as well as fire-fighting equipment, building equipment and controls.
- Patrolling assigned areas to ensure the protection of visitors, property and equipment.
- Wrote daily shift report and submitted before end of shift.
- Escort and monitor movement shipment within the facility

### **Skills:**

- High knowledge in Microsoft Office (Word, Excel, Power Point, Access and Outlook)
- Good Administrative and personal skills.
- Ability to work under different stress conditions and the ability to accomplish specific tasks.
- Hard Worker, Dynamic, Working well within a team and Energetic.
- Ability to work under pressure situations and ability to complete multi tasks within deadlines.
- Very good organizational skills and high communication skills.
- Excellent customer service orientation.
- Have a Qatari-Driving License.