



## **CURRICULUM VITAE**

### **UAE Valid Driving License**

#### **MUHAMMAD AWAIS**

<b>Profession:</b>	<b>Patrol supervisor/ Security Supervisor</b>
<b>Current Contact Number:</b>	<b>+971-55-924-8276.</b>
<b>Current Location:</b>	<b>Abu Dhabi</b>
<b>EMAIL ID:</b>	<b>mawais0255@gmail.com</b>

### **Professional profile**

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- Good communication skills.
  - Hardworking attitude and good coordination ability
  - Active and enthusiastic
  - knowledge of firefighting
  - Motivated with a strong sense of initiative
  - Confident and Independent
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### **Objective**

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- ❖ To be a part of the team that works dynamically towards the growth of the organization, wherein I can put my skills and effort towards achieving a specified goal, seeking a challenging career to contribute and to further develop my extensive experience.
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### **PROFESSIONAL EXPERIENCE**

#### **GULF EXPERIENCE:**

Company: - AL JABER

**Designation: Senior Procurement Officer**

Duration: - March. 2013 *till Present*

1. Supervise and guide security officers;

monitor your team's activities on the ground and train them to interact properly with visitors, vendors, and employees.

2. Maintaining daily records;

Daily, prepare various reports at your workplace, including those regarding incidents, accidents, and security breaches. You should write a report properly and record them in the occurrence book or any other form.

3. Familiar with locations;

Without a complete knowledge of the site, expect team to perform their duties effectively. As a result, you should be familiar with the overall design of the premises.

4. Regularly patrol and spot-check premises;

Regular patrols in all parts of the facility, including activity rooms, public areas, outlets, and surrounding areas, to spot-check the security guards' performance and other security-related matters.

5. Assisting Security Manager in handling incidents.

right hand of the security manager; give the information and some idea to handle the incident to the security manager, because you may know better than the manager about the incident that has occurred.

6. Conduct emergency response drills;

An emergency drill is a rehearsal where all employees and visitors practice what to do in an emergency.

7. Investigations and interviews.

If an incident happens, investigate it; when investigating, you must be aware of company policies and individuals' rights under the law of the country while recording the statement.

8. Daily physical hazard/safety inspections

Each day, check for safety and security hazards; if notice any equipment that is causing danger, you should report it to the appropriate department to fix it.

9. Monitor Closed Circuit Televisions and alarm systems.

The security supervisor familiar with the security systems, such as CCTV and an alarm system.

10. Assist visitors /employees during emergencies

You are the leader of the building's evacuation in the event of an emergency; therefore, you should assist those in danger zones because you are familiar with the escape routes, exit doors, and their purpose.

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### **Educational Profile**

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**FSC. – Intermediate**

### **Certificates & Training Profile**

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#### **Basic Fundamental of Computers**

Ms Office Word, Excel, power Point

#### **First Aids & Cardio- Pulmonary Resuscitation Training**

Knowledge Group Abu Dhabi

#### **ISO 45001 (lead auditor Certification) & ISO (4000 environmental management)**

### **Personal Profile**

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Date of Birth	13-June-1988
Gender	Male
Religion	Islam
Passport No	AR1698011
Nationality	Pakistani
Country Experience	UAE.

### **DECLARATION**

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- ❖ I consider myself familiar with Adam works. I am also confident of my ability to work in a team.
- ❖ I solemnly affirm that the above-furnished particulars are true to the best of my knowledge and belief

**Date:**

**Place**