

# Nadir Khan



Doha, Qatar. QID-29758601892

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## SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## PROFESSIONAL EXPERIENCE

### **Driver (Limousine).**

*Bayet Al Janna Trading and Contracting Service Company, Qatar*

*June 2023 – Present*

- Provide safe and reliable transportation services to clients in a luxury vehicle.

### **CCTV Operator and Security guard in-charge.**

*Al-Saraiya Security Service Company, Qatar*

*March 2019 – June 2023*

- Works in a central control room, monitoring and controlling a bank of screens.
- Evaluate, assess, and analyse performance of security personnel.
- Advised security team and conducted investigations of significant threats and loss or misappropriation of assets.
- Monitoring CCTV to ensure to have safety and security in premises.
- Recorded incident reports with detailed accounts of occurrences.
- Demonstrated commitment to public safety by patrolling events and well-populated establishments.

### **Security Guard**

*Al-Saraiya Security Service Company, Qatar*

*January 2017 – March 2019*

- protect a company's property, employees and visitors.
- Patrolling and monitoring activities on the company's premises regularly to discourage criminals and ensure the environment is safe and secure
- Evicting trespassers and violators and detaining perpetrators while following legal protocols before relevant authorities arrive to take over
- Controlling the entrance and departure of employees, visitors and vehicles according to protocols
- Monitoring surveillance cameras to watch out for any disruptions or unlawful activities
- Providing detailed reports on daily activities and any incidents that may have occurred to management
- Testing security systems and, if needed, operating X-ray machines and metal detectors
- Using provided communication devices such as two-way radios in a clear and concise manner
- Performing CPR or first aid when needed.

**Cashier at Restaurant.**

*New Lahore Restaurant Rawalpindi Pakistan.*

*March 2016 – May 2017*

- Responsible for processing customer payments, operating a cash register.
- Collection of cash and preparing monthly invoices.
- Maintained professionalism while dealing with customer.
- Training staff to maintained customer service.

**QUALIFICATION****Education**(certificate)

- FSC pre-engineering year 2015(Rawalpindi Bord)
- Matric science 2013(AJK Mirpur Bord).

**ADDITIONAL  
SKILLS**

- Proficient in MS Office (Word, Excel, PowerPoint) and Outlook
- **Qatari Driving licence Holder.**
- **Security MOI licence (Qatar)**

**HOBBIES**

- Marshal Arts
- Cricket
- Gardening

**PERSONAL DETAILS**

Father's Name: Khursheed Khan

Date of Birth: 01-Apr-1997

N.I.C Number: 82102-7142906-1

Nationality: Pakistani

Religion: Islam

Passport Number: PZ4139062

CIVIL Status: Single

Languages: Urdu, Arabic, English

Height: 6 Feet 1 Inch(185.42cm)

Weight: 90KG

**DECLARATION**

I hereby declare that the above made statements are true to the best of my knowledge and belief.

