

IBTASAM OMAR KHAN

Contact: +974 – 6618*3683

Address: Doha, Qatar

Email ID.: omaribtasam@gmail.com

OBJECTIVE:

I am currently looking for a full-time position in an environment that offers a great challenge, increased benefits for my personal growth and the opportunity to input my skills to enhance the company efficiency and productivity.

WORK EXPERIENCE:

1. Qatar Security Service (Q.S.S)

Address: Doha, Qatar

Position : Security & Bouncers Supervisor

Site: B12 - Beach Club in Doha West Bay

Since : 2021 to Present

Duties & Responsibility

- Supervises the activities of subordinates.
- Conducts briefings at the start of new shifts to inform Security Officers of pertinent information regarding campus and safety/ security matters.
- Schedules security personnel to cover designated facilities and shifts.
- Responds to alarms and dispatched calls; decides what actions to take based on situation, facts known and position limitations.

2.US EMBASSY IN PAKISTAN

Address : Islamabad, Pakistan

Position: Receptionist

Since: 2019 – 2021

Duties & Responsibility

- Greeting visitors.
- Managing security and telecommunications systems.
- Handling queries and complaints via phone, email and general correspondence.
- Transferring calls as necessary.
- Managing meeting room availability.

3.LG Company

Address: Dubai, UAE

Position: Sales Representative

Since: 2016 -2017

Duties & Responsibility:

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Establish, develop and maintain positive business and customer relationships
- Reach out to customer leads through cold calling
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Coordinate sales effort with team members and other departments

4.World Security Company

Address: Dubai, UAE

Position: Security Guard

Since: 2015 – 2016

Duties & Responsibility:

- 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.

5.Sybrid International

Address: Islamabad, Pakistan

Position: CRO - Customer Representative Officer

Since: 2014 – 2015

Duties & Responsibility:

- Answers all complains and queries of customers.
- Help and guide them in all the services
- Give feedback and call back of all the complains

COMPUTER SKILLS:

- ❖ MS Word, MS Excel, MS PowerPoints, MS Office, Email & Internet, Google Doc.

SKILLS:

- ✚ Highly motivated and target driven with a proven track record in sales
- ✚ Excellent selling, negotiation and communication skills
- ✚ Prioritizing, time management and organizational skills
- ✚ Relationship management skills and openness to feedback
- ✚ Critical thinker and problem-solving skills
- ✚ Team player
- ✚ Good time-management skills
- ✚ Great interpersonal and communication skills

EDUCATIONAL ATTAINMENT:

2006	Matriculation in Computer Science
2010	I-Com – From Rawalpindi College of Commerce
2012	B.Com – From Rawalpindi College of Commerce

PERSONAL DATA:

- Date of Birth : 10th Aug 1990
- Gender : Male
- Nationality : Pakistani
- Marital status : Single
- Languages : English, Arabic, Hindi & Urdu
- Height : 5'11
- Weight : 102 kgs
- Religion : Islam (Muslim)

REFERENCES:

Available upon request

DECLARATIONS:

I hereby declare that all information's given is true and correct to best of my knowledge and belief.

Ibtasam Omar Khan

Applicant