



Noman Zahid Kayani

Cluster CCTV Operator

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Dubai, United Arab Emirates

PROFILE

A highly resourceful, flexible, innovative, and enthusiastic CCTV Operator. Experienced in promoting a safe environment for staff and customers and able to respond effectively to crimes, fires, and medical emergencies. Having extensive knowledge of relevant safety equipment, policies, procedures, and strategies to deal with emergency situations. Possessing excellent written and oral communication skills and able to draft reports to managers about daily activities and irregularities. Looking for a position with an exciting and ambitious company that provides room for progression, well experienced as Door supervisor in the UK, allowed me to diversify my area of opportunity, hence my most recent experience of UAE.

WORK EXPERIENCE

HILIDAY INN & STAYBRIDGE SUITE HOTEL DUBAI

Al Maktoum Airport | April 2022 – Till Present
Surveillance Officer

CLAIREVOYANT FORCE SECURITY SERVICE U.A.E

June 2019 - present

SANED SAM& APLEONA UAE

SECURITY GUARD Dec 2017 to Jan 2019

JIN's SECURE United Kingdom

Work as Door security Supervisor in Retail, Static, SIA security. Feb 2013 to Feb 2016

ABK Security Ltd United Kingdom

Work as Door security Supervisor in Retail, Static, events as SIA security. Jan 2012 to Jan 2013

Duties & Responsibilities

- Proper Hand over/Take Over, Completing the pending follow up.
- Dealing conflict / complains of guests and staff & maintaining daily dispatch report.
- Strong grip on Access control, observations, Risk Assessments, documentation & incident reports.
- Making sure all Security systems and equipment of Security posts in working condition.
- Keeping secrecy of business and department. Any minor change in the operation, bringing it to Security manager's attention.
- Dealing with Authorities, CID, Dubai Police, Civil Defense, SIRA inspection, Ambulance.
- Checking all logbooks accordingly. (All documentation Lost & Found, Gate pass record, Incident reports, daily operation report, monthly report & statistics Report.
- Provide first aid in emergencies.
- Departmental e-mail's handling, replying to the management and other departments' queries with quick response.
- Event Handling, Cost control of department, assisting in organizing security action plan & SOPs
- Ensures that Fire Exit doors are kept free of blockage at all times.
- Ensures that fire and safety equipment are in their right places.

- Reviewing and control hotel gate passes ensures that doors, windows, and gates that are supposed to be locked are indeed locked.
- Investigate and report any violations to law/property policy, occurrences of accidents, complaints, criminal activity, and crisis situations.
- Monitor all activities in and around the monitoring center's premises and procedures using the CCTV system.
- Gather and compile CCTV reports and evidence. Monitor camera images continuously to assist in crime prevention and detection.
- Observe vehicle movements, maintenance personnel, and visitors.
- Access to the CCTV room is not granted to unauthorized personnel and not let unauthorized personnel review the cameras.
- Conduct necessary camera patrols by controlling the operation of all cameras.
- Using automatic camera and screen sequencing will improve the likelihood of detecting incidents.
- Keep records of equipment failures and faults in the appropriate books and registers and maintain the control room as a tidy working environment
- Maintain an effective video and tape management system in line with standard operating procedures (SOP)

ACHIEVEMENTS

- **LEVEL2** AWARD IN DOOR SUPERVISION EDI (UK) 2011
- **CFWT** (Certificate of Fire Warden Training) Office Test (UK) 2011
- **SSOC** (Certificate of Training Security System Operator) City & Guilds (UAE) 2020

PERSONAL SKILLS

- Time management skills, Critical thinking skills.
- Project management skills, Knowledge of Microsoft office, Multilingual.

ACADEMIC QUALIFICATIONS

Diploma in Business Strategy and Enterprise (Level 6)	2013-2014
Diploma in Business Management (Level 5)	2011-2012
Diploma in Professional strategic Management & leadership (level 7)	2010-2011
Intermediate in Sociology, Computer Sciences	2005-2007
GCSE Subjects studied: Biology, Chemistry, and Physics	2003-2005

PERSONAL DETAILS

Noman Zahid Kayani
 DOB: 12/01/1987
 Nationality: Pakistani
 License No: 317504

REFERENCES

Available on request.