

AdnanZeeshan



Contact

Address:

Al Jaber Accommodation Complex
Mafrq, Abu Dhabi

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Languages

- English
- Urdu
- Hindi
- Pashtu
- Punjabi

Hobbies

- Writing
- Reading
- Photography
- Design

Driving License

- UAE light vehicle valid driving license (Manual)

Summary

To work in an organization as an integral part of it and accomplish the job assigned in a better way. I'm looking for a highly challenging and dynamic work environment in which I will be able to enhance my professional skills and would be able to get valuable work experience.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Experience

Patrolling Security Officer - 06/2019 to Present

Al Jaber Security, Abu Dhabi UAE

- Working for International Capital Trading L.L.C for the past 3 years.
- Conduct regular patrols throughout the island premises, using a vehicle to ensure comprehensive coverage and monitor for any signs of suspicious activity or security breaches.
- Monitor and assess the performance of security staff stationed at various posts, ensuring adhering to protocols and policies of the site.
- Report any incidents, misconduct, or breaches of security protocols directly to HSE manager with accurate documentation.

System Operator - 03/2017 to 04/2019

Leopards Courier Services Pvt. Ltd., Kohat, Pakistan

- Monitor & Update package tracking system to ensure accurate delivery information,
- Coordinate with drivers and dispatchers to ensure timely and efficient delivery of schedules.
- Resolve customer service issues including missed deliveries, incorrect addresses, etc.

Education

Bachelor of Business Administration (Hons): **Accounting and Finance** - 2016

Kohat University of Science and Technology, Kohat Pakistan

Certifications

MS Office (certificate): **Word, Excel, Access, Power point.**

Tally ERP.9

Skill Development Council (Certificate): **English Language.**