



# MUHAMMED JURAIJ KAROTTU SAKKARIYA

📍 Abudhabi UAE  
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## SUMMARY

I am a self starter, with strong positive attitude, good organizational skills with a very strong mindset for hardwork and commitment to the task given. Respect time and thus manages it well and very good listener.

## SKILLS

- Coordination&planning skills.
- Good communication skills.
- Organization.
- Motivated, Efficient, Optimistic& Hardworking.

## EXPERIENCE

**Security Officer**, 01/2020 - Current  
**The Guard llc**, Abudhabi , UAE

- Addressed problems quickly and reported clear information while working under minimal supervision.
- Followed established security and safety procedures and posted orders to include enforcement of company rules, policies and regulations.
- Documented security-related situations and submitted in-depth reports to superiors.
- Administered first aid for minor medical situations and contacted paramedics for medical emergencies.

**Customer Service Assistant**, 06/2016 - 08/2017  
**Transguard** , Abudhabi , UAE

- Answered incoming calls and provided highest level of professionalism and knowledgeable service to every customer.
- Delivered fast, friendly and knowledgeable service for routine questions and service complaints.
- Responded promptly and professionally to feedback, comments and complaints.

## EDUCATION AND TRAINING

**National Security Institution** , Abudhabi , 06/2020  
**NSI : BSG Course**

**British Safety Council** , Abudhabi , 01/2018  
**NEBOSH : Safety**

**Mahathma Ghandhi University** , India , 05/2009  
**Bachelor of Arts: Economics**

## LANGUAGES

**English:** First Language

**Hindi:**

C2 **Arabic:**

A2

Proficient

Elementary

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**DRIVING LICENSE.**

- Valid UAE manual Driving License