

KASHMIR SINGH

Nationality: India
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Career Objective

To seek an appropriate job this will provide me ample scope for additional experience and development in same field and entirely utilize my knowledge for organization and personal intensification.

Career Graph

- Worked for G4s Security Company from 2017 till Sep 2020 Dubai. (UAE)
- Worked as a security officer cum Customer Assistant at VFS GLOBAL.
- Worked as a System Operator at Asharq News from Oct. 2020 till Feb 2023. (UAE)

Duties and Responsibility

Arranging appointments and necessary requirements for customers

- Filling Applications form for Clients.
- Receiving all phone calls, noting down and forwarding as necessary
- Patrol premises to prevent and detect signs of intrusion and ensure security of all entries.
- Log in & log out of visitors.
- Answer alarms and investigate disturbances.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in case of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Warn person of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.
- Inspect and adjust security systems and equipment to ensure operational use and to detect evidence of tampering.

Educational Qualification

- Graduation in BSC.
- Basic Course Certificate -2009 Computer (MS-Word, Scanning, Excel etc.)
- Diploma in Computer Applications

Professional Strength/Skills

- SIRA Successfully Completed
- System Operator Completed
- Multitasking
- Excellent Communication Skills/ General Computer Knowledge
- Knowledge of CCTV
- Admin Work
- Experience in developing Customer relationship through obtainable job and strapping networking
- Experience in first aid & fire fighting
- Website developer and designer

Languages

- English (Read, Write & Speak)
- Hindi (Read, Write & Speak)
- Punjabi (Read, Write & Speak)

Hobbies / Activities

- I like to play cricket which helps me being as a team member
- Reading books, which helps me in developing my philosophical and literary sense.
- Blogging
- Content writing

Personal Profile

- Name: KASHMIR SINGH
- Date of Birth: 17th Sept. 1991
- Gender: Male
- Nationality Indian
- Passport Detail: N9152479
- Marital Status Married

Declaration

In analysis of the exceeding, I unassumingly request you to consider me for a suitable job. If given a chance, I declare you that will execute my entrusted duties to the complete fulfillment of all apprehensive.

Thanking You,
Kashmir Singh
Dubai