

CURRICULAM VITAE




HASSAN MAJEED



ABOUT ME

Date of Birth: Aug 08, 1991
Gender: Male
Nationality: Pakistani
Passport# CE0578312
Passport Expiry: April 08, 2029
Birthplace: Pakistan

CONTACT

 Al Jimi Worker Village
Musaffah Auh
 +971 50 4684105
 Raja.hassan57@gmail.com

SKILLS

Attentive Listening and Effective Oral Communication Skills
Great at Problem Solving
Ability to Quickly Create and Apply Ideas and Solutions
Good Leadership Skills
Critical Thinker
Highly organized and efficient ability to work independently or as part of team
Positive person and having ability to motivate people around me and have a healthy positive atmosphere.

COMPUTER EXPERTISE

Be expert to create, work and edit text and graphics in letters and reports or e-mails by using the **M.S Word & M.S Outlook**.
Be expert to perform calculation, analyze information's and manage lists in the spread sheet by using the **M.S Excel**.
Make and run presentation using Microsoft **Power Point**.

INTEREST & HOBBIES



CAREER OBJECTIVE

By utilizing my proven leadership experience and problem-solving skills, I will help improve the customer service scores and client retention at Transparent Calls through effective training of team members, understanding customer needs, and attention to detail.

ACADEMIC BACKGROUND

- Bachelor Of Business Administration from Muhammad Ali Jinnah University Pakistan in 2014

TRAINING/ COURSES

- Computer Application (Six months Course Including MS Office)
- Basic Security Guard course and training from NSI

PROFESSIONAL EXPERIENCE

- TRANNSGUARD GROUP LLC ABU DHABI OFFICE** as Ops Coordinator from 2018 to till date. Handling daily operations, dispatching routine field teams, conducting daily briefing, preparing daily ops report using MS Office and dealing with customers related to CIT/ATM and similar services related to cash business.
- Worked as security staff from 2015 to 2018 in Royal Falcon security.

References will be furnished if require

LICENSE

- UAE LTE Driving License from 2017 to 2027.

LANGUAGES

English, Urdu, Punjabi, Arabic (Can read & write and know basic knowledge of understanding/speaking)

QUALIFIED FOR/ WORK

- Security Project Manager
- Security Patrolling Supervisor
- Administration /HR dept, Planning and Management