



## Shujjat Nazir

**Security Guard**  
at RSK Security Services

Location: Dubai, United Arab Emirates  
Education : Master's degree, Masters in Commerce  
Experience: 5 Years, 9 Months

### CONTACT

Location: Dubai, United Arab Emirates  
Name: Shujjat Nazir  
Mobile Phone: +971.526508502  
Country: Dubai, United Arab Emirates  
Email Address: [shujjatnazir@gmail.com](mailto:shujjatnazir@gmail.com)

LAST CV UPDATE: 2024-03-07

REF.: CV58378989

### TARGET JOB

Target Job Title: Teller and Customer support representative,Office Manager,Assistant

Career Level: Mid Career

Target Job Location:

Career Objective: A Position in result oriented organization that seeks an ambitious and career conscious person, where acquired skills and education will be utilized towards continued growth and advancement.

Employment Type: Full Time Employee

Target Monthly Salary: PKR 350,000 (≈ USD 2,854)

Notice Period: 1 month or less

### PERSONAL INFORMATION

Date of Birth 3 April 1993 (Age: 31)

Gender Male

Nationality Pakistan

Residence Country Dubai, United Arab Emirates

## Visa Status Residency Visa (Transferable)

Name in Arabic شجاعت نذیر

Marital Status Married

Number of Dependents 2

Driving Licence Issued From Pakistan

## EXPERIENCE (5 YEARS, 9 MONTHS)

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November 2023 - Present

### **Security Guard**

at RSK Security Services

**Location:** Dubai, United Arab Emirates

**Company Industry:** Private Security Services

**Job Role:** Security

Fire, First Aid, Access Control, Patrolling

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February 2023 - September 2023

### **General Banking Officer**

at The Bank Of Punjab

**Location:** Pind Dadan Khan, Pakistan

**Company Industry:** Banking

**Job Role:** Banking

ATM, Cheque Book Handling, Account Maintenance, Dormant Activation, Clearing and Home Remittances and Close Financial Year Audit Report

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July 2019 - February 2023

### **Cash Officer**

at The Bank of Punjab

**Location:** Pind Dadan Khan, Pakistan

**Company Industry:** Public Administration

**Job Role:** Banking

Cash Handling, Cash Deposit and Withdrawal, Clearing, Home Remittances and all other assignment assign by management.

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October 2018 - June 2019

### **Examination Officer**

at University of Lahore

**Location:** Islamabad, Pakistan

**Company Industry:** Primary, Prep, & Secondary School

**Job Role:** Administration

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July 2018 - September 2018

### **Internship**

at Bank Of Punjab

**Location:** Pind Dadan Khan, Pakistan

**Company Industry:** Banking

**Job Role:** Banking

A Position in result oriented organization that seeks an ambitious and career conscious person, where acquired skills and education will be utilized towards continued growth and advancement.

## EDUCATION

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**Master's degree, Masters in Commerce**  
at UNIVESITY OF SARGODHA

**Location:** Sargodha, Pakistan  
August 2018  
**Grade:** 2.85 out of 4

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**Bachelor's degree, Commerce and Communication**  
at PUNJAB COLLEGE OF SCIENCE & COMMERCE PIND DADAN KHAN UNIVERSITY OF SARGODHA

**Location:** Sargodha, Pakistan  
December 2015  
**Grade:** 56.46 out of 100

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**High school or equivalent, Computer Science**  
at PUNJAB COLLEGE OF INFORMATION TECHNOLOGY, SARGODHA

**Location:** Sargodha, Pakistan  
September 2013  
**Grade:** 57 out of 100

Subjects (MATHEMATICS, COMPUTER SCIENCES, PHYSICS)  
MATRICULATION

## SPECIALTIES

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### Loyalty

Questions: 0  
Answers: 0

### Leadership

Questions: 0  
Answers: 0

### Teamwork

Questions: 0  
Answers: 0

### InPage

Questions: 0  
Answers: 0

### Microsoft Office

Questions: 0  
Answers: 0

## SKILLS

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### EMAIL

**Level:** (Beginner)

### GESTIÓN

**Level:** (Beginner)

### LANGUAGES

**Level:** (Beginner)

### MATHEMATICS

**Level:** (Beginner)

## MICROSOFT OFFICE

Level: (Beginner)

## PHYSICS

Level: (Beginner)

## TYPING

Level: (Beginner)

## Operation

Level: (Beginner)

## ORGANIZATIONAL SKILLS

Level: (Beginner)

## TEAMWORK

Level: (Beginner)

## Office Work

Level: (Beginner)

## LANGUAGES

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### English

Level: (Beginner) | Experience: More than 10 years

### Urdu

Level: (Expert)

### Punjabi

Level: (Expert)

## TRAINING AND CERTIFICATIONS

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### Microsoft Office 2016 Ultimate (Certificate)

Issued in: May 2018

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### Digital Marketing Associates (Certificate)

Issued in: May 2018

## HOBBIES AND INTERESTS

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### Browsing

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### Something New