

UMER CHAUDHRY

Assistant Security Supervisor



About Me

Passionate professional with a proven track record in the banking and transportation sector. Strong IT and interpersonal communication skills with fluency in English. Seeking a position with a company that is rapidly expanding and offers good advancement potential.



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Light Vehicle 3 No.

LANGUAGE

- English
- Urdu
- Hindi

SKILLS

- Microsoft Office & Windows
- Software Troubleshooting
- Team Work
- Management Skills
- Negotiation

CERTIFICATES

- Customer Relationship Management
- Emergency Response Course

EXPERIENCE

Assistant Security Supervisor cum Receptionist **First Abu Dhabi Bank Data Center** **Spark Security LLC Abu Dhabi** **May 2023 - Present**

Working in security as an Assistant Security Supervisor in First Abu Dhabi Bank Data Center Kizad as a 2nd party Contractor.

Duties And Responsibilities

- Assisting supervisor, higher management, facility, and IT.
- Handling all documentation including report writing, emails, and Excel sheets for the record of higher authorities.
- Dispatching assets like servers, DIMMs, Hard Drive, racks, and boards on manual gate pass.
- Receiving deliveries including all data center assets, and reporting all failures to higher management.

Team Leader

First Abu Dhabi Bank Data Center **Spark Security LLC Abu Dhabi** **March 2022 - April 2023**

Working in security as a team leader in First Abu Dhabi Bank Data Center Kizad as a 2nd party Contractor.

Duties And Responsibilities

- Maintaining accurate records and documentation of all work.
- Immediately reporting problems to the Line Manager that may impact the organization and its clients and customers.
- Execution toward the smooth running of the team and dealing with vendors and staff.

Call Center Booking Representative **Faisal Movers - Rawalpindi**

Duties And Responsibilities

- Dealing with customer queries and managing incoming calls.
- Booking seats online, writing and sending reports to higher management.

EDUCATION

Swiss School of Management, UAE

BBA in Logistics and Supply chain Management
2024-2025

London Institute of Advanced Studies

Level 4 and Level 5 Diploma in Logistics and Supply Chain Management