

Imdad Ullah



Date of Birth : 13th Feb 1997
Mobile Number : +971 56 767 1971(Voice & Whatsapp) Email
Address : imdadu553@gmail.com
LinkedIn : [in/imdad-dawar-17686a157/](https://www.linkedin.com/in/imdad-dawar-17686a157/)

Objective:

A young and energetic individual with adaptive qualities having quick learning capability. A team player and to do attitude makes me stand out. 2 years plus experience in security field and one and half year experience as an office manager with having **Bachelors in Computer Software Engineering** adding a **Diploma in Optical Fiber Transmission Systems & Cable Splicing** from reputable University/Institute of Pakistan.

Seeking an opportunity to work in professional organization where my skill and experience can optimally be utilized while grow in an intellectual environment.

Professional Experience:

Company : Umm Al Quwain Security Services in UAQ, UAE.
Tenure : 01 Oct 2020 – 01 Nov 2022.
Position : **Security Person**
Responsibility : Ensuring the Security of assigned property against any Inappropriate activity or fire hazards through inspect and patrol regularly.
Check and screen visitors
Monitor and report rules violations.
Information sharing on duty roaster

Company : Al Jibal Al Mushreqa Typing & Documents Copying Sharjah, UAE.
Tenure : 02 Feb 2023 – Till to date.
Position : **Office Manager**
Responsibility : Organize office operations and procedures.
Ensure that all items are invoiced and paid on time.
Provide general support to visitors.
Excellent time management skills and ability to multi-task and prioritize work.
Also Manage Office Account System.

Academic Qualification:

University : University of Engineering & Technology Peshawar
Degree : Bachelors of Science in Computer Software Engineering

Technical Skills : Ms Office, Office Management, Communication Skills, Leadership, Problem Solving, Time Management, Customer Services.

Communication : English, Pushto, Urdu/Hindi, Little bit Arabic.
Nationality : Pakistani
Status : Married.

Driving License : **83910 (Automatic Gear)**
Issue Date : 15-03-2023
Expiry Date : 14-03-2025