

## Rashid Jan Muhammad

Current location: **Al- Muteena Dubai U.A.E**

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### OBJECTIVE:-

To enhance and utilize my knowledge and skills while working in a reputable and result oriented organization.

#### WORK EXPERIENCE

##### Administrative Assistant

05<sup>th</sup> Dec 2015 to 2018

*Client: Media Expert Pak*

*Location: Islamabad Pakistan*

##### Responsibilities as Admin Assistant .

- ❖ Maintain a filling system
- ❖ Welcoming and assisting visitor
- ❖ Answering phone calls
- ❖ Answering enquire
- ❖ Filling documents
- ❖ Maintain office equipment

#### WORK EXPERIENCE

##### Team Leader

03<sup>th</sup> February 2018 to 2020

*Client: Enviro Clean*

*Location: Islamabad Pakistan*

##### Responsibilities as Team Leader

- ❖ Leading, monitoring and supervising a group of employees to achieve goals
- ❖ Providing direction and guidelines
- ❖ Solving problems and resolving conflicts
- ❖ Organizing tasks and setting goals

#### WORK EXPERIENCE

##### CCTV Operator

10<sup>th</sup> January 2020 to 2021

*Client: Kharama*

*Location: Al Tumama QATAR.*

##### Responsibilities as CCTV Operator

- ❖ Taking care of visitor & vendor management
- ❖ CCTV footage checklist
- ❖ Monitoring vendor & visitor thought CCTV
- ❖ Handling associate request /complaint/ coming at security live desk

## Security Guard

13<sup>th</sup> January, 2021 to 2023

**Client: Ministry of Education**

**Location: Al shrooq model school for boys (Al Wakra Qatar)**

### **Responsibilities as Security Guard .**

- ❖ Monitor property entrance and exits
- ❖ Inspect and patrol premises regularly
- ❖ Authorize entrance of people and vehicles
- ❖ Secure all exits, doors and windows
- ❖ Submit reports of daily surveillance activity

## CERTIFICATE

- ❖ Certificate of firefighting Qatar Security Services
- ❖ Certificate of First Aid from Qatar Security Services
- ❖ Security Guard License Holder from MOI Qatar (2020/1031)

## ACADEMIC QUALIFICATIONS

- ❖ B.A

## INTERESTS

- ❖ Watching cricket and football matches
- ❖ Online tutorial study for personal improvement
- ❖ Reading Books

## LANGUAGES

- ❖ English
- ❖ Arabic
- ❖ Urdu

### **PERSONAL INFORMATION: -**

- Father's name : Muhammad Azad
- Date of birth : May 19, 1988
- CNIC No : 37405-3627081-3
- Passport No. : DD0161812 (Expiry- 20-03-2026)
- Religion : Islam
- Marital status : Married
- Visa Status : Visit Visa