



AHMAD AFRIDI

Valid UAE Driving License Holder

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Dubai, United Arab Emirates

Methodical and customer-oriented professional, with 2 years' experience in customer facing positions in high-pressure and fast-paced work environments within the retail sales industry. Offering practiced communication and critical thinking skills to resolve client issues and address complaints.

WORK EXPERIENCE

Security Supervisor

Transguard LLC

06/2023 - Present
1 year of Experience

Dubai, United Arab Emirates

Responsibilities

- To assist with the protection of guests, staff, contractors, visitors and client property from loss caused by damage.
- To ensure that the day-to-day running of the site security services are monitored and adhered to as per the company's rules and regulations.
- To assist the Senior supervisor with the responsibility to be accountable for all equipment utilized on the premises by personnel under command
- To continuously monitor the efficiency alertness neatness and conduct of the guards under his command by implementing effective control measures on the site and ensuring that they are being adhered to all times
- To compile daily, weekly and Monthly reports as and when required by the Senior Supervisor.

Contact : Mr Simar jeet - 0503863043

Filing Clerk

Brother's Gas Bottling and Distribution LLC

04/2022 - 04/2023

Dubai, United Arab Emirates

1 Years of Experience, Left Job because of Emergency in Home and not getting Emergency leave.

Responsibilities

- Organizes and archives records and documents.
- Makes copies of paperwork and distributes as needed.
- Retrieves data and files for other departments and personnel.
- Uses alphabetical and numerical systems to organize paper and electronic records documents.
- Updates filing systems and devises new filing and organizational and storage systems for data and documents as needed.
- Secures and protects the privacy of documents.
- Monitors filing materials and office supplies.

Contact : Mr Farhan Naqvi - 0564024486

PERSONAL PROJECTS

Habib Bank Limited Internship as Teller (09/2020 - 11/2020)

- Worked as Teller in HBL to complete my Intership.

EDUCATION

B.B.A (Hons)

University of Peshawar /Pakistan

10/2015 - 12/2020

Peshawar/Pakistan,

SKILLS

Reporting Skills

Computer Skills

Repetitive Tasks

Administrative Writing Skills

Accuracy

Professionalism

Proficiency in Microsoft Office

Personable and friendly

Problem Solving

Data Entering

Conflict resolution

Documents Controlling

Accuracy & attention to detail

Flexibility & good attendance

Verbal Communication

MS Office Proficient

Telephone Etiquette

Strong Customer Service Skills

Multitasking

Friendliness

Positive Attitude

Punctuality

CERTIFICATES

Accounting Software (10/2020 - 01/2021)

QuickBooks, Peachtree & Tally ERP. 95% score Achieved.

Forensic Accounting & Fraud Examination (09/2021 - 10/2021)

85% Score Acheived

ORGANIZATIONS

Transguard (06/2023 - Present)

Security Supervisor

Brother's Gas Bottling and Distribution (04/2022 - 04/2022)

Filing Clerk

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

Pashto

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency