



Zafarrasheed

Sunapur near bus station
0524103407 | zafyrasheed1@gmail.com

OBJECTIVE

An energetic hardworking security officer with a proven track record of accomplishment of safeguarding clients property and assests against acts of theft, fire and vandalism. Ability to uphold good order on sites whilst working for a company's with a reputable employer who encourages tremendous career growth.

EXPERIENCE

31 March
2022 - 31
August
2022

- **Security officer**
Royal Shadow Security Services
Golden Sands Resident Apartment/Golden Sand Hotels Apartment.
 - Screening and access control for persons and vechiles in and out of the premises.
 - Receiving clients complaints and forwarding them to respective departments.
 - Monitoring surveillance equipment and accept points.
 - Preventing damage of property and assest and protecting then againsts acts of theft.
 - Ensuring that all company rules and regulations are followed and maintained.
 - Enabling smooth and safe facility operations, maintaining daily reports and logbooks on security action performed.
 - Completing required shift logs and reports, highlighting routine activities, suspicious circumstances and critical incidents.

1
September
2022 - 30
January
2024

- **Front Desk Receptionist**
Aritha Real estate/Sannat residency
 - Managed the front desk and assisted with daily operations like greeting guests, handling incoming calls.
 - Provided administrative support for the company by typing, printing and photocopies document.
 - Maintained a professional demeanor at all times in dealing with clients and coworker while providing excellent customer service to our customers.
 - Assisted in marketing efforts by posting flyers around town and partipating in order promotional events when needed.
 - Preformed miscellaneous suites as assigned by management including filing paperwork, mailing packages.

EDUCATION

2006

- **SSC**
Light Tower Public School Mansehra (Pakistan)
663/B

2008

- **HSC (Computer Science)**

SKILLS

Computer literate,able to use Ms
office and Excel.

100%

Excellence communication skills.

100%

Good customer services.

100%

Basic First Aid.

100%

LANGUAGES

- English
- Urdu
- Malaysia (Malay)

PERSONAL DETAILS

- Date of Birth : 05/01/1990
- Marital Status : Married
- Nationality : Pakistani
- Passport : CC9849693
- Gender : Male



ZAFARRASHEED