

N|J



NATASHA JAHANGIR

Security Supervisor | Skilled Communicator | Control Room Security



+971 562896578



natzkhan34@gmail.com



Mai Tower, Al Nahda, Dubai,
UAE

SKILLS

- Business Development
- Strategic Planning
- Market Analysis
- Security Services
- Supervision
- Team Building
- Inventory Management
- Office Management
- Product Development
- Training & Development
- Relationship Building
- Contract Negotiation
- Program Management
- Corporate Innovation
- Import/Export Operations
- Competitive Analysis
- Leadership Development
- Continuous Improvement
- Time Management
- Strong Networking
- Project Management
- Emergency Management
- Collaborative Skills
- Leadership
- Critical thinking
- Adaptability
- Monitoring
- Presentations
- Customer Service

EDUCATION

Bachelor of Information and Technology
(B-COM) IT | University of Central Punjab
2011 - 2013

PROFESSIONAL PROFILE

Success-driven, resourceful and self-motivated professional with expertise in Online Sales Executive, Control Room Security, Business Development Executive, Reception & Control Room Security, Security Supervisor, Sales Supervisor, and Customer service. Skilled at developing and enforcing physical security standards while maintaining and testing security systems to ensure functionality. Professional and approachable attitude with effective communications skills and the ability to work with people from diverse backgrounds. Seeking a position that provides me with the opportunity to use my variety of skills and experience to contribute in a meaningful way to the advancement of company goals.

CORE COMPETENCIES

- Outstanding interpersonal skills with strong team spirit and great respect for diversity
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others
- Strong written and verbal communication effectively for documentation and correspondence
- Proficient in Computer systems and MS Office suite (Word, Excel, PowerPoint)
- Can operate all computer OS like Win7, Win8, Mac by Apple Inc.
- Can operate all mobile platforms like Android, iOS, Blackberry OS, Windows, etc.
- Strong organizational capability, able to prioritize large volumes of diverse work effectively to meet deadlines
- Exceptional organization skills with the ability to prioritize and manage multiple tasks simultaneously
- Ability to work in a fast-paced demanding retail environment with an enthusiastic, flexible attitude.
- Can speak English, Hindi, Punjabi, Pashto and Urdu
- Ability to accept and learn from criticism

WORK EXPERIENCE

Online Sales Executive Azym Technologies

10 Apr 2021 - Present

- Meeting with clients virtually or during sales visits
- Actively seeking out. New sales opportunities through
- Setting up meetings with potential clients and listening to their wishes and concerns. Cold calling, networking and social media.
- Demonstrating and presenting website, digital packages, and products
- Establishing new business. Maintaining accurate records
- Attending trade exhibitions, conferences and meetings
- Reviewing sales performance. Negotiating contracts and packages
- Working towards monthly or annual targets.
- Conducting market research to identify selling possibilities and evaluate customer needs.

Control Room Security Redisson Blu Canal View

Oct 2020 - Apr 2021

- Investigated incidents and prepared detailed reports regarding results
- Collaborated with management in identification of safety hazards and recommending appropriate solutions
- Managed patrols of hotel premises for violations crime and suspicious activity
- Ensured personnel complied with security and corporate standards

- Capable of providing first aid services when waiting for emergency services is not an option
- Proficient in sophisticated surveillance equipment and monitoring devices
- Monitored premises of large commercial office complex with CCTV network.
- Reviewed activities captured on camera and notified authorities of suspicious activity.
- Archived CCTV footage and maintained its tracking database.

Business Development Executive

Mar 2020 – Oct 2020

HiveTech Technologies | Islamabad, Pakistan

- Facilitated cold and warm calls to prospective leads; schedule and follow through on calls with leads and current customers. Self-improved continuously by way of experience and manager feedback.
- Scheduled the meeting with prospects and give company presentations visit customer along with team as discussed. Educated the customer about company products portfolio and their usage.
- Assisted the sales head for developing new business relations and develop and maintain customer database.
- Handled incoming calls and emails, route and engaged accordingly where required.
- Sourced and worked customer referrals via online platform, google search, attend the exhibitions etc.
- Answered all lead and customer questions accurately; prioritize and/or escalate lead and customer questions as needed
- Maintained positive business and customer relationships in the effort to extend customer lifetime value
- Developed strategies for more effective sales, both individually and as part of a team
- Tracked all appointments, sales, complaints, status reports, etc. thoroughly for manager review
- Marketing engagement via social medium and get connected with international principals.
- Email marketing, Tele calling, attend International business exhibitions when and where required.

Reception & Control Room Security

2019 – Feb 2020

Roda Al Marooj Hotel Dubai, UAE

- Investigated incidents and prepared detailed reports regarding results
- Collaborated with management in identification of safety hazards and recommending appropriate solutions
- Managed difficult and dangerous situations without disrupting hotel operations
- Managed patrols of hotel premises for violations crime and suspicious activity
- Ensured personnel complied with security and corporate standards
- Capable of providing first aid services when waiting for emergency services is not an option
- Proficient in sophisticated surveillance equipment and monitoring devices
- Complied with hotel and local security standards
- Monitored premises of large commercial office complex with CCTV network.
- Reviewed activities captured on camera and notified authorities of suspicious activity.
- Archived CCTV footage and maintained its tracking database.

Security Supervisor

Apr 2017 - Mar 2018

Fauji Security Services Pakistan Islamabad, Pakistan

- Maintained Security Timesheets, incident reports and daily logs of visitors/workers to account for all persons in case of an emergency
- Ensured all visitors/workers were provided badges with their picture, name and company for entrance/clearance
- Communicated with the Security Manager and Security Assistant Manager regarding the daily operations of the Security department
- Assisted the Security Manager with ensuring all contractual hours are fulfilled. Arrange for adequate cover to be provided for absences where necessary
- To Checking and making sure that security staff have the correct keys, badges and radios with them.
- Worked with Operations Managers to coach, counsel, discipline, train, and manage relationships with SPs
- Developed training materials and provides on-the-job and classroom instruction to Loss Prevention and other security employees.

Sales Supervisor (Part-Time)

May 2015 – Mar 2017

MAC Cosmetics Islamabad, Pakistan

- Managed retail staff, meet financial objectives by preparing an annual budget
- Scheduled expenditures; analyzed variances; initiated corrective actions.
- Formulated pricing policies. Ensure pricing is correct. Work on store displays.
- Attend trade shows to identify new products and services. Coached, counseled, Recruited, trained, and disciplined employees.
- Identified current and future trends that appeal to consumers.
- Ensured merchandise is clean and ready to be displayed.
- Approved contracts with vendors.
- Maintained inventory and ensure items are in stock. Kept up with fluctuating Supply and demand.
- Ensured promotions are accurate and merchandised to the company's standards.
- Ensured standards for quality, customer service and health and safety are met.
- Monitored local competitors. Handled customer questions, complaints, and issues

Assistant Floor Supervisor

Mar 2013 – May 2015

Cosmo Cash & Carry Rawalpindi, Pakistan

- Prepares the records which includes all about inventory, receiving goods, ledger from the respective parties on fortnightly basis and even for the vouchers (cash payment vouchers, bank payment vouchers)
- Maintains the quantity wise sale of the entire cashier and reconciled on daily basis; prepares the list of fixed assets of every cashier on monthly basis.
- Checks and maintains the floor and staffs in order to achieve the targets and goals.
- Provides first class customer service that brings customers come again.
- Plan, organize and implement several projects simultaneously, which gives close attention to each assignment.