

## **Mohibb ullah khan**

### **Graduated (Statistics & Economics)**

### **Administrator & SMS Operator (Transguard Group LLC)**

Email: [jadoonmohib@gmail.com](mailto:jadoonmohib@gmail.com)

Phone: +971-52-8499496

Availability: One Month

Address: Dubai, UAE



Challenging position in any national/multinational organization where I could apply all of my skills.

Abilities and knowledge with the help of my educational background. To utilize my educational and technical skills for the effective management and maximizing profit by improving the operational efficiencies and maximum utilization for the available resources.

### **WORK EXPERIENCE:**

### **Transguard Group LLC-Dubai**

**Organization Type :** Security

**Designation :** Administrator & Security Management Operator (SMS)

**Tenure :** 26 December 2017 to till now

**Location :** Expo 2020 Dubai

### **Responsibilities**

- Full command on AMS (**Access management system**)
- Full command on SMS (**Security Management System**)
- Full command on CCTV- VMS (**Video Management System**)
- Full Command on Smart PSS software (**Professional Surveillance System**)
- Full command on ANPR (**Automatic Number plate recognition**)

### **Administrator Responsibilities:**

- Receiving call and assist them
- Activating access to specific staff after approval from space owner
- Providing emergency access as per request
- Answering daily routine mails regarding site operation
- Patrolling all area and checking access devices
- Reporting CCTV camera obstruction
- Receiving complains via Email and escalated with concern department
- Activating access control for authorities
- Preparing access level records for each entrance and building
- Raising DLP (Defect liability period) to concern contractor
- Keep update with site knowledge
- Approving and Printing staff IDs
- Coordinating with management
- Programming Staff ID's and E-passes from Hr Portal (AMS)
- Documentation & Data control

- Create activity and observation logs
- Maintain security access control of all exits and entrances
- Manage entry authorization by operating central control panels
- Maintain and monitor security intercoms within the facility

### **Security system operator Responsibilities**

- Set up, calibrate, and operate CCTV cameras and equipment
- Front and Back office work- CCTV Surveillance and control room Operation
- Monitor assigned floor activities
- Receiving g and Transferring calls
- Making incident reports on SMS
- Documentation & Security Data control
- Giving and restriction access to Staff, Contractors and Visitors
- Create activity and observation logs
- Use video recording software to record incidents
- Burn media on CDs and DVDs, and save images
- Share video and image files as requested
- Maintain security control of all exits and entrances
- Manage entry authorization by operating central control panels
- Notify staff members of vehicle and pedestrian entry and exit
- Maintain and monitor security intercoms within the facility

### **Al ArQam School & College Pakistan- Abbottabad**

**Organization Type** : School & College  
**Designation** : Administrator  
**Tenure** : January 2015 to October 2017  
**Reporting To** : Managing Director (MD)

#### **Responsibilities:**

- Maintaining the whole record for daily basis
- Welcoming visitors to the school and dealing with their enquiries
- Answering the phone
- Administration relating to pupil attendance
- Managing email/post
- Using IT systems to draft letters, emails, reports, newsletters
- Monitoring school supplies
- Keeping financial records
- Keeping paper and electronic records up to date
- Using reprographic equipment
- Ordering resources, paying invoices and banking cash
- Sending key educational data about the school to the Department of Education or equivalent

## SKILLS:

- Security system operator license holder (SIRA)
- Executive communication skills and telephone etiquette
- Computer proficient in Microsoft application
- Team player and can work under pressure with minimum supervision
- Highly adaptive to the culture and values of the large working industry
- Analytical and Good Numeric Approach.
- Have an ability to use computerized Accounting software.

## CERTIFICATES AND AWARDS:

- **1 Year diploma of Information and Technology (DIT) 2013**
- **Major subject:**
- Introduction To Information Technology
- Common Application Packages
- Systems Analysis And Design
- Data Communications And Networking
- Computer Architecture And Organization
- Mathematics
- Programming & Data Structures (Using 3gls)
- Systems Analysis And Design
- Internet Technologies
- Management Information Systems
- Internet Technologies
- Database Technology

- 
- IELTS having 5.5 Bands (AEO Organization)
  - Completion Certificate of Fire & Safety Training Dubai January 2017
  - Completion People of determination (POD) Training Dubai May 2018
  - Security Training from SIRA (2018)
  - Security System Operator Training (2019)
  - SMS (Security Management System) Training (2019)
  - Certificate of MS-Office and Office Management

## PERSONAL DETAILS:

Name : Mohibb ullah khan  
Marital Status : Single  
Emirates ID : 784-1992-5973604-4  
Date of Birth : 16-June-1992  
Visa Status : Employment (Valid up to 2024)  
Language Competency : English, Urdu, Punjabi,  
Nationality : Pakistan

## REFERENCES:

➤ Will be furnished on demand.