

# CURRICULUM VITAE



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## OBJECTIVE:

I wish to attain suitable position in an esteemed organization and wish to use all my constructive abilities and desirous to make my career by enhancing my quality of work as demand to achieve the desired result. I sincerely believe in maintaining a peaceful, friendly and respectable atmosphere at my place.

## PERSONAL DETAILS:

NAME	:	SAEED AHMAD
FATHER'S NAME	:	TILA MUHAMMAD
NATIONALITY	:	PAKISTANI
DATE OF BIRTH	:	02 <sup>nd</sup> APRIL 1988
GENDER	:	MALE
MARITAL STATUS	:	MARRIED
RELIGION	:	ISLAM
LANGUAGES KNOWN	:	ENGLISH, URDU & ARABIC

## EDUCATION:

- ❖ DIPLOMA IN COMPUTER HARD WARE (2009) NWFP Board of Technical Education Pak
- ❖ S.S.C (2005) Board of Intermediate and Secondary Education Mardan Pak

## EXPERIENCE:

- One-year Experience in Computer Hardware with P.C Tech Swabi
  - ❖ Troubleshooting
  - ❖ Computer Maintenance
  - ❖ Networking
  - ❖ Hardware & Soft installation







- **06 Years worked in Star Security services as a patrolling officer.**
- ❖ Operationally manages various sites of an allocated zone. Regularly interact with the clients, the supervisors of the clients and the security staff.
  - ❖ Ensures quality decisions are implemented.
  - ❖ Performs client servicing and complaint management. Ensure all security issues are monitored and take appropriate remedial action.
  - ❖ Approaches and follow up newer clients and inform the Operations Manager.
  - ❖ Ensure to maintain the quality security services at all sites.



- **Presently working in Derby Group of Companies as Sales Executive from 01<sup>st</sup> Aug 2017**

#### COMPUTER SKILLS:

##### Microsoft Office

- ❖ MS Word
- ❖ MS Excel
- ❖ MS Power point
- ❖ Window 98
- ❖ Window2000
- ❖ Window XP

#### PASSPORT DETAILS:

VISA STATUS	:	EMPLOYMENT
PASSPORT NO.	:	PN 1156322
PASSPORT ISSUE DATE	:	28 FEB 2013
PASSPORT EXPIRY DATE	:	27 FEB 2023
PLACE OF ISSUE	:	PAKISTAN

#### LICENSES:

VALID UAE LIGHT VEHICLE LICENSE

