



# WAQAR AHMAD

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## Objective

Result driven and goal oriented Security officer , Security Officer, Front Desk officer and over 04 years of experience with leading Food and FMC Companies currently seeking a new challenge with a progressive organization which offer careers growth on dedicated and proven ability.

## Academic Details

### University of Gujrat

BS(computer science), 3.0, 2015

### DUBAI POLICE

SIRA, 80%, Pursuing

## Work Experience

### Transguard Group

SECURITY OFFICER (noon,Skyline hotele, ARABIAN RANCHES 1EMAAR), Dec 2019 - till date

Role : Access control , Petroling and protect the property and greet the customers.

Answering calls, taking messages, and handling correspondence.

Maintaining diaries and arranging appointments.

Typing, preparing, and collecting reports.

Organizing and servicing meetings (producing agendas and taking minutes).

Managing databases.

Prioritizing workloads.

Implementing new procedures and administrative systems.

Liaising with relevant organizations and clients.

Coordinating mail-shots and similar publicity tasks.

Logging or processing bills or expenses.

Acting as a receptionist and/or meeting and greeting clients.

## **Emrill Services LLC**

Security officer, Jul 2017 - Dec 2019

Role : Access control , Petroling and protect the property and greet the customers.

Answering calls, taking messages, and handling correspondence.

Maintaining diaries and arranging appointments.

Typing, preparing, and collecting reports.

Organizing and servicing meetings (producing agendas and taking minutes).

Managing databases.

Prioritizing workloads.

Implementing new procedures and administrative systems.

Liaising with relevant organizations and clients.

Coordinating mail-shots and similar publicity tasks.

Logging or processing bills or expenses.

Acting as a receptionist and/or meeting and greeting clients.

## **Innaya LLC**

Front Desk Officer, Nov 2015 - Aug 2016

Role : General office management Set up and maintain well-organized filing systems.

Handle all telephone, fax, e-mail and other communication.

Assist in planning of events and meetings .

Schedule department meetings . Greet and assist all employees.

Greet and assist all employees. Handle confidential documents and information. Knowledge and high level of proficiency in the use of all office equipment .Provide back-up support of operations with miscellaneous administrative duties.Other related duties like troubleshooting, advise customers .

Assist customers,perfome upgrade systems ,Install,remove viruses,and configure hardware.

## **Skills**

Advance Computer knowledge Microsoft office skill(WORD,EXCEL,POWERPOINT). OFFICE365 tools, Exchange online and share point,Outlook. DATABASE and WEB development tools.

Excellent English and communication skills (written and verbal).  
Prioritization and problem solving ability.

Telephone etiquette and professionalism. Multitasking , teamwork and leadership ability. Ability to work under stress and examining the client requirement.

## **Declaration**

I hereby declare that the above furnished information is authentic to the best of my knowledge.



(WAQAR AHMAD)