**Curriculum Vitae**

**M. Asif Iqbal**

S/o M.AnwarIqbal

Age: 35years

Qualification: I.com

Address: Str.M.YousafThakedar WaleMohallah Islam PuraDaska Email: ***iqbalasif1l40@gmail.com***

Cell: 0307-6435746

**Personal Details**

Marital Status: Married.

Nationality: Pakistani

D.O.B: 09 Sep, 1987

Languages: Punjabi, Urdu, English

1. **CAREER OBJECTIVE**

Looking for a challenging career opportunity in a congenial working environment where I can utilize my knowledge and skills for personal as well as institutional growth & development.

1. **PROFILE**

A competent professional with admirable educational background, excellent team player and result oriented task manager who bears excellent presentation, communication and public dealing skills.

1. **EDUCATIONAL BACKGROUND**

|  |  |
| --- | --- |
|  |  |
| 1. **Intermediate in Commerce**

**Marks: 456/1100**B.I.S.E Gujranwala | **Major Subjects:** Commerce & Accountancy. |
| 1. **Matric**

**Marks: 427/850**B.I.S.E Gujranwala | **Major Subjects; Science Subject**.GeneralScience,Commercial Geography,Mathematics |

* **COMPUTER SKILLS**

**1-**Microsoft Windows, **2-*Microsoft Office*** (MS Word, MS Excel, MS Excess, MS PowerPoint, MS Project etc. **3-**Hardware Software installation, **4-**Web Browsing and Searching etc.

 **EXPERIENCE**

* 2 years experience( From March 2012 to April 2014) as a security guard in BERKELEY SECURITY SERVICES L.LC, Abu Dhabi.
* 4 years experience( From June 2015 to April 2019) as a security guard in SKILL FORCE SECURITY SERVICES, Abu Dhabi.

**WORK EXPERIENCE**

* Assisting with the overall site security matters.
* Patrolling factory and offices and making notes of any incidents.
* Issuing passes and checking people entering and leaving the office premises.
* Operating and monitoring CCTV.
* Maintaining the security computer system.
* Reporting accidents on site and providing first aid.
* Providing assistance and guidance to managers, visitors and general staff.
* Contacting the police, authorities and other emergency services when necessary.
* Checking badges of employees and visitors, and verifying authorization of visitors to enter the facility.
* Responding to emergencies.

Reporting all incidents, accidents or medical emergencies.

* Monitoring and patrolling business areas on a consistent basis.
* Performing any light maintenance work that may be required.
* Warning violators of rule infractions, such as loitering, smoking.
* Issuing parking violation citations.
* Investigating incidents and preparing written reports with the details of the incident.
* Checking emergency call boxes, staff radios, security lighting and alarms to ensure they are working correctly.
* Having a highly visible presence on the premises.
* Conducted security checks and inspecting building entrances and exits.
* Responded quickly to all incidents of theft, fire, sabotage or unauthorized entry.
* Facilitated and ensured the safety of visitors and employees in the event of an emergency evacuation.
* Locked and unlocked doors according to schedule.
* Monitored entrances and exits.
* Coordinated badge access control and parking permits for staff & visitors.
* Made sure that all visitors signed in and out.

## PERSONAL SKILLS & COMPETENCIES

* Effect Team Management Skills
* Good Administrator
* Pro-active and good initiator
* Possess capability to work effectively under pressure, meet deadlines and adapt to changes.

**Note: References will be furnished on demand.**