



# RIZWAN AHMED KHAN

Admin. Assistant/ Receptionist/Liability Sales officer/ Security Officer

Mobile# +92-3455532317

Email: [rizwanahmed2002@gmail.com](mailto:rizwanahmed2002@gmail.com)

## PERSONAL SUMMARY:

An energetic, hardworking human being who has a proven track record Able uphold good order on sites while working within a company's procedural guidelines and ensuring a high quality of service is consistently maintained with optimum efficiency. Currently looking for an appropriate opportunity with a reputable employer who rewards hard work and appreciates ability and loyalty.

## AREAS OF EXPERTISE

*Emergency procedures  
Customer Service  
Building Evacuations  
Public Interaction  
Report Writing Parking  
Enforcement Security  
Escorts Crowd control  
Control procedures*

## CAREER STATEMENT

*"I feel that my greatest strengths are firstly my willingness to take responsibility for all duties within my jurisdiction. Secondly my ability to quickly understand a member of the public's needs, and thirdly my positive attitude to dealing with any problems that I may come across."*

## PERSONAL SKILLS

*Service orientated  
Responsiveness Leadership  
Skills Professional  
Judgement Problem solving  
Super organized  
Decision making  
Energetic  
Self-control*

*Excellent communicator  
Tactful & articulate  
Problem solving  
Well organized  
Influencing skills*

## CAREER HISTORY:

### Masdar Clean Energy office Masdar City Abu Dhabi, UAE

RECEPTIONIST/ADMIN.ASSISTANT JAN 2020 – SEP.2022

#### *Duties*

- Serves visitors by greeting, welcoming and directing them appropriately.
- Notifies office personnel of visited arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Answering and forwarding the phone calls.
- Sorting and distributing post.
- Meetings and greetings clients.
- Keeping the reception area tidy.

### Al Fahad Sales center & Real Estate Development. (Abu Dhabi, UAE)

RECEPTIONIST AUG 2019 – DEC 2019

Responsible for impeding criminal activity and ensuring the safety of the company, its employees, and assets. Also involved in interacting with a variety of persons including clients, visitors, and the public.

#### *Duties*

- Helping 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.

**Emirates security services Abu Dhabi U.A.E**  
**Abdullah Bin Omer School for Basic Education (RAK, U.A.E)**

**SECURITY OFFICER Mar 2016 – June 2019**

**PERSONAL DETAILS**

**Rizwan Ahmed Khan**  
DOB: 26-OCT-1986  
Mobile #: +92-3455532317  
  
Email:  
rizwanahmed2002@gmail.com  
  
Marital Status: Married  
PASSPORT No: AP1167823  
Nationality: Pakistan

Responsible for providing protection for the physical assets of the company as well as the safety and security of its employees and patrons.

**Duties:**

- 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.

**KEY COMPETENCIES AND SKILLS**

**Professional**

- Ability to maintain composure when exposed to stress.
- Neat and professional appearance.
- Outstanding customer service skills and focus.
- Able to memories different faces.
- Strong work ethic; self-starter; results orientated.
- Able to handle sensitive and confidential situations.
- Operating complex and standard office equipment.
- Providing direction and guidance to staff on security issues.

**Personal**

- Acting with the highest ethical standards, and always treating others fairly & with respect.
- An approachable & professional manner.
- Having a strong sense of urgency.
- Effectively maintaining interpersonal relations & diplomacy with people.
- A hands-on individual who leads by example.

**ACADEMIC  
QUALIFICATIONS**

**Virtual University of Pakistan,** 2015  
MBA (Marketing)  
  
**University of Azad Jammu and Kashmir** 2008  
B.COM  
  
**BISE –AJK Pakistan** 2005  
FSC  
  
**BISE –AJK Pakistan** 2003  
MATRIC

**United Bank Ltd PK:**

**LIBALITY SALES OFFICER(LSO) MARCH 2014-November 2015**

**Duties:**

- Developing and sustaining solid relationship with the stakeholders and customers.
- Conducted Market research to identify new Business Opportunities.
- Respond to Clients Queries regarding the product in Timely Fashion.
- Developing Business Proposals for new and Existing Customers.
- Developed in depth Knowledge about Business Development Practices
- Activities Prospective Clients and Industry Trends.
- Mange Customers Calls and Appointments Effectively for new Opportunities.
- Analyzed The Current and Past Budgets, Expenses, sales, Revenues, Products Deficiencies to Provide Recommendations for the Business Growth.
- Generating leads.
- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.
- 

**REFERENCES-**

*Available on request.*