

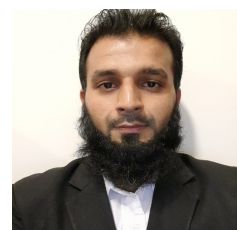
CURRICULUM VITAE

M.AWAIS YAQUB

Security Supervisor

Mob: 00971- 58-2571057

Email: awaisyaqub72@gmail.com



PROFILE:

- Good communication skills.
- Ability to stay calm in high stress situations.
- Motivated/ well organized,
- Management with excellent computer skills.
- Meticulous approach to work with good organization skills.
- Multi-tasking, Hard Working and Sincere.
- Handling multiple tasks effectively & flexibility with on working time.
- Ability to adapt to new environments and grasp work quickly.
- Well organized, systems oriented & have a strong attention to details.
- Efficient, smart, reliable and hardworking.
- Working under pressure and succeed to achieve target deadlines.

PRACTICAL EXPERIENCE

Security Supervisor

(June 2020 to Present)

(HEI, Hassyan Energy Clean Coal Power Plant Dubai)

- Giving tool box talk daily to security team to minimise any kind of disturbances.
- Monitor all site to confirm that contractors are working under H&S rules.
- Monitor the routine traffic and speed limit inside the plant and operation areas.
- Checking PTW time to time for validity.
- Responding any kind of emergency and making reports regarding the incidents.
- Attending safety meetings with management.

Patrolling Supervisor

(July 2016 to June 2020)

(EGA, Emirates global Aluminum Dubai)

Major Responsibilities:

- Circulate among and employees to preserved order and protect properties visitors patrons.
- Call police or fire departments in cases of emergency such as fire or presence of unauthorized person.
- Write reports of daily activates and irregularities such as Equipment or properties damage, Theft, presence or unauthorized persons, or unusual occurrences.
- Checking the PTW time to time to ensure validity of the project.
- Monitoring contractors and employees to ensure the health and safety requirements.
- Answer alarms, Emergencies and investigate the disturbances.

Security officer

(Aug 2014 to July 2016)

(Oasis Mall Dubai)

Admin Assistant

(Dec 2011 to March 2013)

Daily Nia Baat (Print Media, Pakistan)

Major Responsibilities:

- Handel all the admin matters related print and electronic media assignment.
- Explaining the project plan to internal execution team and Hiring the staff for field work.
- Implementing of organizational policies and project in partner organization.

- Listing out documents and documenting the project details.
- Manual follow up with clients internal team to get an expected schedule for all pending documents

Finance Internee

(July 2010 to April 2011)

(SDPI, Pakistan)

Major Responsibilities

- Presenting a true fair view of the financial analysis position of the organization by preparing project report
- Manage the day to day data enter and financial analysis of the project
- Assigned to ensure the reconciliation of all data and analysis finance report was performed on regular basis

HSE CERTIFICATES

- **NEBOSH IGC.**

EDUCATION

MSC (Alama open University Islamabad) (2013)

B.COM (Govt collage of commerce Sialkot) (2009)

I.COM (Govt Murray Collage Sialkot) (2007)

Matriculation. (Govt H/S Khanpur Syedan) (2005)

COMPUTER SKILLS

(MS Office & Internet)

PERSONAL DETAIL

Marital Status: Married
Religion: Muslim
Birth Date: 08/04/1990
Nationality: Pakistani
UAE Driving License Holder:

LANGUAGES

KNOWN:- English, Urdu, Hindi, Punjabi.