



Naveed Khan

Nationality: Pakistani **Date of birth:** 11/07/2001 **Gender:** Male

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Work: 1 10A Street - Muhaisnah - Muhaisanah 2 - Dubai - United Arab Emirates, 253
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CAREER OBJECTIVE:

Summary:

Aiming to achieve a challenging and professional position from where I can make a significant contribution to the organization in the form of my dedication by using all my skills.

WORK EXPERIENCE

Security guard:

[01/08/2023 – Current]

City: Dubai | **Country:** United Arab Emirates

Security guards at **Sofitel The Palm At Palm Jumeirah** and security guards observe, detect irregularities and protect people, buildings and assets. They maintain security at all times by patrolling designated property areas, controlling access at entrances, watching alarm and video recording systems, asking suspicious individuals for identification and reporting infractions and law breaching activities.

- Aware of health and safety issue.
- Ability to communicate effectively at all levels.
- Dealing with people politely but in an authoritative manner.
- Ability to solve problems quickly and efficiently.

Customer services:

[17/03/2022 – 30/06/2023]

City: Dubai | **Country:** United Arab Emirates

Customer Service Representatives in **Manual Baggage Scanning At International Airports** handle customer complaints, maintain goodwill between the organization and customers, manage data on customer satisfaction, and submit reports on customer feedback. They ensure prompt resolution of issues, foster positive relationships, and analyze customer data to enhance satisfaction levels.

- After scanning device and allocation documents we check the serviceability of containers, check any kind of damage report and mark as damage unit.
- We check flight before loading baggage into container.
- Bulk loading will usually involve bags being loaded from a luggage cart using a conveyor and then manually stored in the aircraft hold.

Computer Operator:

[01/08/2019 – 01/09/2021]

City: Rawalpindi | **Country:** Pakistan

A Computer Operator at **ARMED FORCES INSTITUTE OF DENTISTRY** operates and maintains computer systems, networks, and peripherals, monitoring system performance and troubleshooting issues. They ensure data accuracy, security, and backup procedures, and provide technical support and assistance to users as needed.

- Install, configure, and maintain computer hardware and software.
- Troubleshoot and resolve technical issues promptly and efficiently.
- Ensure data security, backup, and compliance with institute policies.
- Provide technical support and training to staff and faculty members.

EDUCATION AND TRAINING

SSC

Civil College Of Commerce Rawalpindi

City: Rawalpindi | Country: Pakistan

FSC Engineering

Civil College Of Commerce Rawalpindi

SIRA Certificate Holder

[30/12/2022]

City: Dubai | Country: United Arab Emirates

Dnata Airport Operational Safety Training

[14/03/2022]

City: Dubai | Country: United Arab Emirates

Fund Of Dangerous Good Handling

[15/03/2022]

City: Dubai | Country: United Arab Emirates

General Security Awareness Training

[29/12/2022]

City: Dubai | Country: United Arab Emirates

6 Month IT Advance Course

[19/11/2019 – 19/04/2020]

City: Rawalpindi | Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING A1 **READING** A2 **WRITING** A1

SPOKEN PRODUCTION A2 **SPOKEN INTERACTION** A1

Hindi

LISTENING A1 **READING** A2 **WRITING** A2

SPOKEN PRODUCTION A1 **SPOKEN INTERACTION** A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Accuracy, honesty, and responsibility / Computer skills / Microsoft Word / Microsoft Office / Microsoft Powerpoint / Microsoft Excel / Patrolling / Organizational and planning skills / Team-work oriented / Safety skills / Good Communication skill / Good listener and communicator / Security Inspection / Customer services skills