



Muhammad Nabeel Mehmood

Security Officer

Jabal Ali Industrial Area United Arab Emirates
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PERSONAL DETAILS

- Date of Birth : 10/12/1996
- Marital Status : Single
- Nationality : Pakistani
- Religion : Islam
- Passport : AH0162582
- Gender : Male
- Driving Licence : Light Vehicle 4827163
- Place : United Arab Emirates

EDUCATION

- 2012 • **D.com**
D. Com Punjab Board of Technical Education Lahore
759
- 2010 • **Matric**
Board of intermediate and secondary Education Rwp

EXPERIENCE

- 08/10/2021
- TILL
Date • **Security Officer**
Emrill Services LLC
 - Patrol property on foot, securing personnel, assets, buildings, gates, and fence perimeter are secure in all weather conditions
 - Investigate and take the appropriate lawfully action as authorized by the corporate policy on accidents, incidents, trespassing, suspicious activities, safety and fire incidents
 - Control and monitor surveillance equipment, and perform building and equipment inspections
 - Guard access points, permitting or refusing entry, restraining trespassers, and direct heavy traffic during start and end of business hours
 - Complete daily reports, including relevant information, observations, surveillance footage, and signatures
 - Secure all doors, windows, and exits, depending on shift
- 01/01/2021
-
15/08/2021 • **Housekeeping Active Team Leader (Al jada Arada)**
EMRILL SERVICE L. L.C, DUBAI
 - Train housekeepers on cleaning and maintenance tasks
 - Oversee staff on a daily basis
 - Check rooms and common areas, including stairways and lounge areas, for cleanliness
 - Schedule shifts and arrange for replacements in cases of absence
 - Establish and educate staff on cleanliness, tidiness and hygiene standards

- Motivate team members and resolve any issues that occur on the job
- Respond to customer complaints and special requests
- Monitor and replenish cleaning products stock including floor cleaner, bleach and rubber gloves
- Participate in large cleaning projects as required
- Ensure compliance with safety and sanitation policies in all areas

10/08/2020
-
30/12/2020

- **Junior Assistant (MERASS LAMER)**
EMRILL SERVICE L. L.C, DUBAI

- Staff Attendance
- Staff Timesheet
- Reporting
- Sanitizing Report
- Sending Mails
- Handling With staff

Jan 2020
- Aug
15/2021

- **Housekeeping Attendant (MERASS LAMER)**
EMRILL SERVICE L. L.C, DUBAI

- Sweeping/vacuuming, polishing, and mopping making sure all assigned areas are clean, neat and tidy
- Ensure all rooms are cared for and inspected according to standards
- Notify superiors on any damages, deficits and disturbances
- Deal with reasonable complaints/requests with professionalism and patience
- Ensure appropriate maintenance of all housekeeping equipment and tools
- Maintain inventory of tools and supplies used in housekeeping activities

(Jan-
2018) -
(Jul
-2018)

- **Data Entry operator**
Save Mart Wah Can't Pakistan

- Maintenaning All the Data into files
- Prepares the files
- Entering All data
- Record All Data

(AUG-
2016) -
(March-
2019)

- **Marketing in sales**
Sales Marketing PAKISTAN

- Customer services
- Sales and Purchaseing

SKILLS

SIRA (SECURITY INDUSTRY
REGULATORY AGENCY)



People of Determination Trained



Fire and Safety Trained



First Aid Trained



Six Months Diploma In AUTOCAD DRAFT
MAN From NICON INSTITUTE Group of
College & Training Institute



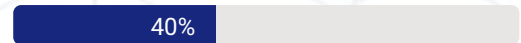
One Month Diploma in SAFETY
INSPECTOR From PUNJAB SKILL
DEPARTMENT



One month Diploma In SPOKEN
ENGLISH From PUNJAB SKILL
DEPARTMENT



Three Months Diploma in Ms Office
From AQ KHAN INSTITUTE &
MANAGEMENT SCIENCE :(Ms World, Ms
Excel)



Good Communication skills



Internet surfing Etc



LANGUAGES

- English
- Punjabi
- Urdu

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.