



ADIL MAJEED S/O TAHIR MAQSOOD

NATIONALITY : Pakistani
DATE OF BIRTH : 31/03/1999
EMAIL : Majeedadil53@gmail.com
CELL PHONE : +971 (52) 675 4371
CURRENT ADDRESS : Al Samha – Abu Dhabi, United Arab Emirates
SOCIAL STATUS : Unmarried

SKILLS:

- Emergency Response Coordination
- Performance Reporting & Compliance Monitoring
- Ms. Office
- Outlook
- Supervision
- Data Protection & Access Control
- Documentation & Record-Keeping Accuracy
- Regulatory Compliance & Safety Standards
- Hazard Identification
- Customer Service
- Willingness to Learn
- Ability to Work Under Pressure
- Problem Solving
- Decision Making

EDUCATION & TRAINING:

- **INTERMEDIATE IN ARTS**
Board of Intermediate and Secondary Education, Rawalpindi
- **BASIC SECURITY GUARD TRAINING**
National Security Institute Abu Dhabi
- **PSBD (PRIVATE SECURITY BUSINESS DEPARTMENT) LICENCE**

LANGUAGE SKILLS:

MOTHER TONGUE(S) : URDU

Other language(s): English, Punjabi

UNDERSTANDING | SPEAKING | WRITING:

Listening Reading: **C1**
Spoken production: **C1**
Spoken interaction: **C1**

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

ABOUT ME:

I seek to work in an organization where I can expand my knowledge and utilize my interpersonal and communication skills. I excel in building strong relationships across all levels, ensuring smooth collaboration. With a systematic approach, analytical thinking, and problem-solving abilities, I strive for efficiency and excellence in task execution.

EXPERIENCES:

COMPANY: SPARK SECURITY SERVICES (UAE)

DESIGNATION: MOBILE PATROLLING SUPERVISOR

Location: Emirates Global Aluminum (EGA)

Date: 01-Sep-2023 – Current

Key Responsibilities:

- Respond quickly and safely to the scene of a crime or an accident.
- Traffic controlling in accident scene.
- Evacuating building in case of fire or property damage.
- Evacuating building in case of fire or property damage.
- Vehicle searching at entrance or exit gates.
- Mobile patrol along with vehicle at all sites.
- Respond to radio calls
- Use good judgment in all decision-making and in carrying out all job duties
- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Reconcile security logs against functions to security personnel.
- Escorting VIP's site tours
- Escort Liquid Metal Transfer vehicles from the loading to unloading points while ensuring compliance with safety regulations.
- Enforce traffic control measures to ensure a clear and safe route for LMT vehicles.
- Communicate with the transport and operations team to ensure timely and secure transfer.
- Meetings with client about security related issues.
- Supervised security operations at the Bauxite Residual Storage Area (BRSA), ensuring strict compliance with EGA's security protocols.

DRIVING LICENSE

- Light Vehicle Driving License.(U.A.E)

INTEREST / ACTIVITES:

- **SKYDIVING** – License No. # A
- Playing cricket.
- Extreme Games

CHARACTER REFERENCE:

Available on request

- Managed access control for personnel, vehicles, and equipment entering the BRSA, ensuring only authorized individuals gained entry.
- Performing different roles as assigned by the site.
- Make excellent relationship with Owners / Tenant to get maximum trust.

Company: UNITED SECURITY GROUP LLC (UAE)

Designation: SECURITY OFFICER / RECEPTIONIST

Location: EMIRATES GLOBAL ALUMINUM (EGA)

Date: 14-Nov- 2020 Till 30-AUG-2023

Key Responsibilities:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office.
- Answer and forward incoming phone calls.
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort and distribute daily mail/deliveries.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).
- Contributes to team effort by accomplishing related results as needed
- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtains help by sounding alarms.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organization's stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.