



Muhammad Shoaib

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WORK EXPERIENCE

10/04/2006 – 12/05/2007 Pakistan

HARDWARE TESTER PRIME COMPUTER LLC

Setting up hardware and installing and configuring software and drivers
Maintaining and repairing technological equipment (e.g. routers) or peripheral devices
Installing well-functioning LAN/WAN and other networks and managing components (servers, IPs, etc.)

28/05/2008 – 19/10/2012

BUILDING SECURITY GUARD ENFORCE SECURITY SERVICES LLC

- Spot or prevent thefts
- Detain anyone suspected of theft, vandalism, or violence
- Patrol designated areas to verify any unlawful activity
- Ensure all safety measures are in place to protect the establishment and patrons
- Maintain a safe environment by performing routine security checks
- Protect sensitive materials that are being shipped
- Verify the identification of patrons to make sure they are in compliance with the law (if the establishment or event requires patrons to be of legal age)
- Report any criminal acts to local law enforcement

18/12/2012 – 11/12/2014 Dubai, United Arab Emirates

SECURITY SUPERVISOR ASK INTERNATIONAL LLC

- Supervises the activities of subordinates.
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- Conducts briefings at the start of new shifts to inform Security Officers of pertinent information regarding campus and safety and security matters.
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- Schedules security personnel to cover designated facilities and shifts.
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- Patrols assigned areas on foot, checking for fires, vandalism, suspicious activity or persons or safety/fire hazards.
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- Investigates and/or reports hazards and unusual or suspicious circumstances to campus police unit for correction or follow-up actions; maintains contact with campus police.
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- Checks doors and windows of buildings to assure they are tightly closed and locked; notes in written log any unlocked doors/windows; submits information to supervisor.
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- Observes activity and traffic in assigned area to enforce university rules/regulations; alerts visitors of infractions.
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- Reviews reports from subordinates for completeness and activity needing follow-up; provides written and oral reports to supervisor.
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- Responds to alarms and dispatched calls; decides what actions to take based on situation, facts known and position limitations.

02/10/2014 – 04/11/2017 Dubai, United Arab Emirates
GUARD SUPERVISOR IFA RESIDENTIAL SERVICES LLC PALM JUMEIRAH DUBAI

17/11/2017 – CURRENT Dubai, United Arab Emirates
LIMOUSINE DRIVER CARS TAXI CORPORATION LLC

- **maintenance of computers**
- relation Provided guests with limousine transportation to various locations.
- Remained courteous and professional while handling demanding situations with guests, traffic, and other vehicles on the road.
- Maintained complete knowledge of and adhered to all departmental policies, procedures, and standards.
- Anticipated guests’ needs, responded promptly, and acknowledged all guests, no matter how busy or time of day.
- Maintain positive guest relations at all times with suppliers
- coaching a junior Ice Hockey team (10 hours/week)

● **EDUCATION AND TRAINING**

11/01/2005 – 19/11/2006 Rawalpindi , Pakistan
HIGHER SECONDARY SCHOOL EXAMINATION FAIZ UL ISLAM HIGH SCHOOL

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B1	B1	A2	A2

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

● **DIGITAL SKILLS**

Microsoft office | security Guard