

SHERAZ HUSSAIN SHAH

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Professional Summary

A highly motivated and reliable individual looking to begin a career in security. With a background in quality control and warehouse management, I bring strong organizational, observational, and time management skills. Eager to apply my attention to detail and problem-solving abilities in a security officer role. Dedicated to learning and implementing security procedures to ensure the safety of guests, staff, and property in a dynamic and fast-paced environment.

EXPERIENCE:

Security Guard | Ever Ready Security Management Pvt | Pakistan | 2018 - 2023

- Provided security services to various clients, ensuring a safe environment for employees and visitors.
- Conducted regular patrols, monitored surveillance equipment, and reported any suspicious activities.
- Responded promptly to alarms and incidents, demonstrating strong decision-making skills in emergencies.
- Developed effective communication skills while interacting with guests, staff, and law enforcement.

Quality Control Inspector | Rak Ghani Glass | UAE 2014 - 2018

- Ensured the quality of glass products, working closely with production teams to meet high standards.
- Maintained attention to detail and accuracy in inspection processes.
- Developed strong communication skills while coordinating with various departments.

Storekeeper | M/s Pak China Fertilizer Ltd (Haripur) | Pakistan 2012 - 2014

- Managed inventory and handled store operations, focusing on timely deliveries and organizing materials.
 - Demonstrated excellent time management and teamwork by coordinating with suppliers and internal teams.
 - Maintained a clean and organized work environment, similar to the precision required for luggage handling in a hotel setting.
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EDUCATION:

B. Com	Year 2012 /2 nd Division	Hazara University K.P.K.
FSc (Pre-Eng)	Year 2007/2 nd Division	B.I.S.E. Abbottabad
S.S.C.	Year 2004/2 nd Division	B.I.S.E. Abbottabad

SKILLS:

- Vigilance & Observation
 - Access Control
 - Communication & Report Writing
 - Emergency Response
 - Time Management
 - Conflict Resolution
 - MS Office Skills (Word, Excel, PowerPoint)
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COURSES:

- 3-year course in Office Automation from Abacus College, Haripur
 - 3-month Basic English Language course from NIML University
 - Four-week Computer Course from Margalla Training Institute, Taxila
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LANGUAGES:

- English (Fluent)
 - Urdu (Native)
 - Hindi (Fluent)
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KEY QUALITIES FOR SECURITY OFFICER ROLE:

- Strong focus on vigilance and ensuring the safety of guests, staff, and property.
- Experience in maintaining access control and monitoring high-risk areas.
- Ability to work efficiently under pressure and handle emergencies with a calm demeanor.

REFERENCES

Available upon request.