

# Malik Azaz Sultan

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## SUMMARY

Versatile individual with business degree and nine years of work experience in various security roles and major interest in computers and cyber security. Possesses uncompromising work ethic and excellent understanding of task prioritisation. Takes on multiple simultaneous tasks with outstanding time-management, organisational abilities, and resourceful approach.

## EXPERIENCE

### **Corporate Receptionist, MCR Group, October 2019-Current Dublin , Ireland**

Welcomed guests and clients in friendly, positive manner. Maintained clean and orderly reception area to impress and welcome visitors. Captured and processed client information, entering data into online systems for wider company use. Delivered polite, professional customer service to enhance business reputation through positive first impressions.

### **Loss Prevention Agent, Noonan Security Dublin , Ireland**

Monitored entrances for unauthorised personnel, weaponry or suspicious packages. Investigated potential cases of theft of goods, money or information from business establishments. Examined causes and remedies to torts, personal injury cases and contracts. Answered visitor questions, guarded jurors and escorted prisoners in non-public areas and courtroom.

## SKILLS

CERTIFIED MICROSOFT OFFICE SPECIALIST ,BUSINESS OPERATIONS UNDERSTANDING, FILE MAINTENANCE, PC AND MAC PROFICIENT, PROFESSIONAL SMART PRESENTATION, OFFICE EQUIPMENT OPERATIONS, TECH-SAVVY, FRIENDLY CUSTOMER SERVICE, PROACTIVE, PROBLEM-SOLVING, METICULOUS AND ORGANISED , DETAIL-ORIENTATED, PC PROFICIENT, MICROSOFT OFFICE PROFICIENCY, INTERPERSONAL COMMUNICATIONS,CALL HANDLING, CLEAN AND TIDY NATURE

### **Bachelor of Business Administration Business , ICD Businesses School, Dublin Ireland, 2020**

Business Communications, Financial accounting Digital marketing, Enterprise management, Computer Science Marketing.

### **Higher National Diploma Cyber Security , UCD , Dublin Ireland, Present**

Threat Landscape  
Cryptography Passwords & Authentication  
Malware  
Networking & Communications  
Network, Application  
Risk Management  
Introduction To Penetration Testing  
Digital Forensics  
Open-Source Intelligence (OSINT) & Social Engineering  
Business Continuity & Disaster Recovery  
Compliance, Certifications & Resources