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| **ZIYAUL HAQUE ALI**  **PERSONAL DETAIL:**  **Father Name: Shamshul Haque Ali**  **Nationality : Indian**  **Date of birth : 12thjuly /07/1994**  **Marital Status : Unmarried**  **Religion : Muslim**  **Contact Numbers: 07084098740**  **E-mail:** [**ziyaul9559@gmail.com**](mailto:ziyaul9559@gmail.com)  **Passport no. : M1264563**  **Valadity : 19/08/2014 to 18/08/2024**  **Address:H.NO.636/74,Rafi Nagar Takrohi Market Indira Nagar Lucknow**  **Languages proficiency:**  **Good command in written and spoken English.**  **TRAINING COURSES**   * **First Aid Training from Emrill Services LLC, Dubai.** * **Leadership Training from Emrill Services LLC, Dubai.** * **Fire Warden Training from Emrill Services LLC, Dubai.** * **The Art of Persuasive Public Speaking & Communication Course.** * **Presentation Skills Course.** * **Time Management Course.** * **Public Relations Course.** * **Sales Training Course.** * **English Communication Course.** * **Computer Applications and Typing Course.**   **Learnt and Worked With Following Computer Software Related:**   * **Microsoft Office, Window 98/ 2000 Professional & XP,Corel Draw.**   **SECURITY OFFICER**  **Duties & Responsibilities**   * **Monitoring clients items through CCTV** * **Ensuring safety of staff and customers.** * **Checking Till Discrepancies through CCTV.** * **Making incidents reports.** * **Briefing customers about products** * **Customer service.** * **Log in all visitors and vendors and keeping their details confidential**   **.**   * **Receiving deliveries into the store** * **Attending and acknowledging fire alarms and silencing them** * **Assisting staff and visitors with any information they would require** * **Checking and searching staff and visitors leaving the store** | **CURRICULUMVITAE**  **Career Objective:**  Seeking a position as HSE Officer with a progressive organisation offering opportunities for growth and advancement , where I can provide my expertise in analyzing the HSE protocols, Pro-Actively contribute and promote healthy and safe workplace in the organization”  **Work Experiences:**  **AMCO SAFT**  *THE HIGH –TECHNOLOGY BATTERY MANUFACTURER*  **INSTALLTION & COMMISSIONING ENGINEER**  *April 2017\_To\_Presnt*  **Emrill Services LLC,DubaiUAE**  **Security officer** /Safety  **01stFEB 2014\_To 30 July 2015.**  EMRILL Service LLC (Master Community)  UAE  **Working in EMAAR Data Center as a Security System Coordinator &**  **Customer Service Department.**   * **Carrying out the day to day duties of front desk and reception.** * **Answering clients questions either by telephone, electronically or face to face.** * **Welcome and greet guests and business clients, the patient and answering their queries.** * **Assist customers and clients by ensuring their compliances and keep record of action taken.** * **Providing customers with necessary information, maintaining records and receiving payments.** * **Note complaints of the guest and forward them to the concerned department.** * **Coordinate the delivery and pick up of business related documents.**   **Academic Qualification**   * **Passed B.Com from LUCKNOW UNIVERSITY 2016.** * **Intermediate with Commerce from C.B.S.E in 2011.** * **Matriculation with Science from C.B.S.E in 2009.**   **Professional Qualification**   * **One year Diploma In Software Engineering From Computer Institute Of Computer Science.** * **NCC with “C” Certificate with “A” Grade.** * **NCC with “B” Certificate with “B” Grade.** * Health & Safety **MANAGING SAFELY** Certificate from **IOSH.** * Undertaking H&S **MANAGING SAFELY** certificate from **NEBOSH.**   **KEY SKILLS AND COMPETENCIES:**   * **Strong Organization, Communication Skills.** * **Ability to produce consistently accurate work even under pressure.** * **ExcellentComputer typing skills.** * **Have ability to multi tasking.** * **Hard working,good follower,flexible and fast learner.** * **Good pay attention to details.** * **Proactive and Assertive.** * **Dependable.** * **Have problems solving skills.** * **Willing to take New Responsibilities** *.*   **Extra-Curricular Activities**   * **I Spend my Extra Time in Developing and Exploring Operating System in Computer.** * **Surf Internet for Learning about New Technology coming up in Daily Life.** * **Interest in Sports Activity &Voluntary Social Works.**   **DEVELOPED SKILLS AND ABILITIES**  Self driven with a flexible attitude and be able to adopt to quickly to changes. Having excellent interpersonal, communication and motivation skills. Able to maintain a high level of standard  in the area of expertise  mentioned .  I have been able to develop advisory skills and acquired management skills that meet my obligations, statutory or otherwise concerning prevention of personal injuries and maintenance of safety working environment.  **Declaration:**   * **I hereby declare that above mentioned are true & correct to the best of my knowledge and belief.**   ***ZIYAUL HAQUE ALI*** |

“SAFETY IS AN STEP AHEAD TO REACH ADVANCE DESTINATION”