**SHARJEEL KAMRAN**

**H # 18/6 Drigh Road Cantt Bazaar**

**Shahrah-e-Faisal, Karachi**

**0337-3118228, 0309-2033185**

Aim

My aim is to become business enabler by providing risk free environment for the organization colleagues.

Objectives

To obtain a position & work in a professional & leading organization / Company that Encourages & fosters team work, with a drive to excel in this fast paced world which offers inopportunity to grow as well as growing a mutual respect where I can utilize my managerial, communication & leadership skills to positively influence the work environment.

Strengths

Possess the potential to go the extra mile. Have the drive & initiative to make decisions, take stand when the need arises.

Personal Details

**Father’s Name :** Kamran Maqbool

**Date of Birth :** 5th September 1992

**Marital Status :** Single

**Religion :** Christian

**Languages :** English. Urdu.

**C.N.I.C No :** 42201-6335089-1

**Office :** 021-34535169- 34531302

**Email :** [sharjeelkamran5@gmail.com](mailto:sharjeelkamran5@gmail.com)

[sharjeelkamran.sps1@gmail.com](mailto:sharjeelkamran.sps1@gmail.com)

Certification

Automobiles (Petrol Engine) From St. Patrick’s Technical Institute.

Academic Qualification

***Graduation (Appeared)***

***Intermediate with*** Pre-Medical ***(Year 2012)***

***Matriculation*** Matric Science ***(Year 2010)***

Work Experience

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**Working with “Security & Protection Systems (Pvt) Ltd” as an Assistant Manager Security (Operations) From November 22nd July 2019 till to date.**

**Job Responsibilities:**

* Ensure the implementation of safety and security policies and standard operating procedures (SOPs).
* Assist the regional Security Manager in reviewing and updating of Security Management Plan (SMP), Contingency Plans and SOPs in close collaboration with ER Director.
* Monitor staff field movements and authorize field visits.
* First point of contact for field staff on safety and security concerns.
* Responsible for delivering security briefing as part of the induction process for new staff and visitors.
* Draft, maintain and operate an intra-office security communication tree.
* Assist Regional Security Manager for risk assessment and analysis.
* Liaise with other humanitarian and emergency actors on safety and security matters.
* Assist Regional Security Manager in preparation of training on security and safety procedures, security awareness, first aid and fire safety for staff.
* Assist in the management of security and safety incidents provide timely and accurate incident reports and analysis.
* Track safety-related incidents and developments.
* Ensure timely and accurate processing and documentation of procurements; ensure accurate paperwork..
* Process and maintain service contracts.
* Any other duties within Operations Department

**Department: Safety, Security & Investigations.**

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**Worked with Majid-Al- Futtaim (Retail) Hyperstar/ Carrefour Pakistan (Pvt) Ltd**

**(From November 1st 2012 till 11th July 2019)**

**Working as a Project Manager Security From May 1st 2018 till 11th July, 2019.**

Worked as a “Supervisor Security & Loss Prevention” January 1st 2014 till April 30th 2018.

Worked as a Basic Loss Prevention Officer (BLPO) November 1st 2012 till December 31st2013.

**Department: Risk & Compliance.**

**Job Responsibilities:**

* Incharge CCTV-Control Room which included monitoring of Surveillance Cameras to ensure safety of Office equipment’s, products mishandling, theft& Shrinkage.
* Continuous monitoring of firefighting equipment’s for perfect working and responsible to ensure efficient implementation plan of evacuation process for staff and expatriate in case of emergency.
* Controlling of the Merchandise flow from deliveries to storage to sales area & Check-out as per security needs.
* Maintaining all the company assets in good and safe condition.
* Regular check & control to minimize the Shrinkage in store.
* Depending on the traffic of customers in store, I am responsible for appropriate allocation of Security Guards to ensure safety and security of public as well as staff.
* Proper monitoring of Receiving Yard to ensure proper Receiving of Goods.
* Ensure staff performance to meet defined standards of hygiene and cleanness in store.
* Coordination with LEAs on time to time basis as required also if needed in any Crime Cases.