sharif ikramullah

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Profile &Strengths

* A dynamic highly personable and friendly person with strong commercial skills and experience, complemented by a keen sense of customer service.
* Enthusiastic and dedicated with a great team attitude and a strong work ethic.
* Perceptive and intuitive with a sharp lateral mind.
* Excellent business & personal communication skills developed in a challenging, customer focused commercial environment.
* Excellent in radio communication like **mobile, telephonic and Walkie talkie**, email corresponding, working on CCTV camera, answering customer calls.
* Excellent in vehicle security patrolling by driving all types of small and large vehicles from BMW to all Luxury vehicles.
* Trained by the Pakistan navy to combat all types of situations and handling of small weapons.
* ***Speak very good English*** language

#### Career Objectives

I am an ambitious and proactive person and I feel my career has now reached the point where I need new challenges to further extend and fully utilize my extensive skills. I consider myself to be a dynamic, enthusiastic, self-motivated person and focused professional with determination to succeed within competitive arenas. I am looking to join a professional organization and build my way up to vital role to contribute to the organization’s success and profitability. I offer a truthful and trust worthy co-operation to the management team and build my way up to vital role to the success of the organization.

**Professional Experience**

1. **Al Muslim Goods Transport Company - Karachi, Pakistan** 20 18—Present

***Assistant Manager Administration & Security***

• Assistant Head of Administration, HR, Safety, Security, Housekeeping, Transport, Fleet, Canteen, Staff Accommodation and Payroll, petty cash, stores and Repair /maintenance department.

• Determine the Assets and the context in which they exist like People, Property, Information, Company image and Brand reputation, Operational continuity and activities Environments.

* Developed strategic plan by studying technological and financial opportunities; presenting assumptions; recommending objectives.
* Accomplished subsidiary objectives by establishing plans, budgets, and results measurements; allocating resources; reviewing progress; making mid-course corrections.
* Coordinated efforts by establishing procurement, production, marketing, field, and technical services policies and practices; coordinating actions with corporate staff.
* Built company image by collaborating with customers, government, community organizations, and employees; enforcing ethical business practices.
* Maintained quality service by establishing and enforcing organization standards.
* Maintained professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
* Contributed to team effort by accomplishing related results as needed.
* Implemented new shift patterns that reduced the overtime costs.
* Tracking Budget Expenses, Staffing, Quality Management, Managing Processes, Organization, Coaching, Communication Processes, Disciplining Employees, Motivating Others, Promoting Process Improvement, Reporting Skills

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***SUN STAR INTERNATIONAL FZE*** - (FMCG) 2008—2018 Hamriyah Free Zone – Sharjah - U.A.E.

***SECURITY OPERATIONS MANAGER***

* Build up and lead the security team in the MENA region.
* Establishing and strategic lead to network partners and vendors.
* Determine the Assets and the context in which they exist like People, Property, Information, Company image and Brand reputation, Operational continuity and activities Environments.
* Evaluate the risk management factor like Theft, Fraud, counter felting, sabotage, accepted practices, criminal damages, terrorism, political unrest, kidnapping, trespassing, IT intrusions, Business espionage and information theft.
* Business management in general. And create an organization structure.
* Location of all keys, valuable or venerable assets.
* Develop a legal environment in which the security is working.
* Check the health and safety.
* Check the fire prevention and the crime prevention.
* All security risks actual and potential.
* To select the manpower, to motivate them and train them for any quick actions.
* Working with all in line managers to find solutions for security problems which are both effective and do not hinder with operations.
* Check the reports prepared by the security personnel’s & able to brief the management.
* Conduct appraisal of the entire security employee not only to monitor an employee progress but also to ensure that his duties match his job specifications.
* Implement the security operation manual with highlighting the security policies and procedures.

**4) – Emrill Services *-Dubai -UAE.* 2005—2008**

***SENIOR SECURITY SUPERVISOR****.*

On a part of the management team, worked as A Senior Security Supervisor in company’s different sites such as EMAAR, DSO and DFC. At present working in Festival Power Centre as Assistant Security Operations Manager in charge of a wide area of around 6 acre of land which covers Shopping mall with **7000 car park and 503 shops**, five star hotels Al Badia residence, The water front and of Administration, Dubai Festival City, Dubai, U.A.E and had a work force of **229** security staff under my command.

My Responsibilities included:

* Implement the rules and regulations of the clients in the properties.
* Managing the security and protection to the tenants.
* Deployment of security officers, checking attendance and grooming of more than 200 staffs.
* Supervise & monitor the functioning of CCTV system, Fire panels and elevators operations.
* Ensure the gate passes handling and incident reports are made perfectly.
* Tackling with the suspicious persons and coordinating with the local authorities.
* Responsible to verify the payroll of Employees.
* Assists the assistant security support manager in achieving security related objectives.
* Ensure the compliance with schedules and work standards.
* Administration of effective key control.
* Administrative of effective Lost and found procedures.
* Coordinate on job training/ implement ongoing security training.
* Assess the performance of security employees for their appraisals.
* To make the duty roster for the employees on month wise.
* To make vacation plan and follow up on employees vacation.
* Conducting on job training for the team. Administrate the day to day affairs of the team.
* Act as an immediate responder in case of emergency.
* Attending the various kinds of complaints from tenants as well as residents.
* Encouraging the team to provide a safe and friendly environment to the customers.
* Execute the daily operations of the site and give the feedback to immediate authority.
* Submit the weekly reports to the concerned authority. Customer care service.
* Reporting to the Security Operations Manager.

6) - ***ROYAL SAUDI NAVAL FORCE*** -***JEDDAH- SAUDI ARABIA*** 1987—2004

UGCC (Under Ground Communication Centre) - KING FAISAL NAVAL BASE

ROYAL SAUDI NAVAL FORCE- JEDDAH K.S.A.

UGCC is a Bomb proof area and it is a one of the most sensitive sites in the Navy when in war times all the naval Senior Command make decisions and in normal days it controls all the Base Security and the Transport Department of the navy

HMS YUNBOU (904) (Saudi naval war supply ship) - KING FAISAL NAVAL BASE

ROYAL SAUDI NAVAL FORCE- JEDDAH K.S.A.

HMS YUNBOU is the supply war ship of Royal Saudi Navy weighing 11,000 tons with its main mission is to supply all the items

Weapons, food, water, engineering spare parts, fuel and trained personnel’s to the awing ships while replenishment at sea ships like Frigates, PCG (Petrol Combat Gun boats), Minesweepers and other ships which needs help during war times or during exercises

**Trained by Pakistan navy**

# PROFESSIONAL & ACADEMIC KNOWLEDGE

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| **Bachelor of commerce Karachi University**  **PROFESSIONAL CERTIFICATE COURSE:**  **Auditors Course (ISO 9001-2000): SGS Dubai - UAE.**  **First Aid Course: Medic First Aid Training Program Dubai - UAE.**  **Hospitality Course: Al Futtaim Training Centre Dubai - UAE.**  **Fire Marshal/Fighting & Prevention UNISAFE Fire Protection Specialists Dubai - UAE.**  Excellent in MS Office (Excel Word, Outlook, and Power Point).  ***Certificates Awarded:***  ***Excellence Performance in Security awarded by Dubai Police Crime Investigation Department from***  ***Director General CID Mr. Khamis Mattar Al Muzaime on February 2007.***  Proficient, dedicated, vigilant and organized professional. An intuitive, versatile and focused lead with appropriate knowledge  Base and a variegated hand-on experience in managing activities and people of the organization. |

PERSONAL

DETAIL

 Father’s Name : Sharif Asedullah

 Marital Status : Married

 Nationality : Pakistani

 Passport NO/NIC : BK 1322291/42000-0409229-7 :

 Date of Birth : 22nd October1965.

 Languages Versed In : Excellent Command in English, & Arabic & Urdu.

 Hobbies : Reading Books, Playing Football, Cricket and Chess.