

## **CURRICULUM VITAE**

### **Farook Husain**

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### **Objectives**

To work in a challenging environment where I can prove my abilities and skills through continuous learning and hard work for the growth of organization as well as myself.

I take my work with the great sense of responsibility; I also enjoy, challenge of new situations and expect to be a positive contribution in work field and for the organization as a whole.

### **Work Experience**

#### **Security Supervisor**

**Universal Security Co. (Kuala Lumpur, Malaysia)**

**Jan 2018 – Jan 2019**

- Monitor team's activities
- Train team to interact properly with visitors, vendors, and employees.
- Assist guest with a warm welcome
- Maintaining Daily Records, prepare various reports at workplace, including those regarding incidents, accidents, and security breaches.
- Write a report properly and record them in the occurrence book.
- Regularly patrol and spot-check premises.

#### **Sales Person**

**Ok Furniture (Colesberg, South Africa)**

**March 2014 - Feb 2016**

- Ensure the success of store by selling various types of furniture to customers
- Talk with people to understand the type of furniture they want
- Make personalized suggestions, and negotiate offers or payment plans in order to earn the business.
- Process paperwork, enters fabric change requests, or schedule home delivery of purchased items.
- Arrange displays, count inventory, or assist other employees as needed.

**Personal Assistant****Sheikh Saeed Al Makhtoom (Local Citizen Riyadh, Saudi Arabia)****Feb 2011 - December 2013**

- Shopping For boss as per request
- Manage gathering area (Majlis)
- Help other colleague to make and prepare food and beverages
- Check and clean area before and after events
- Serve food and drinks to guest

**Assistant Store Keeper****Fast Engineering LLC (Abu Dhabi , UAE)****Aug 2008 - Oct 2010**

- Ensure the maintenance of stocks
- Maintenance of inventory records
- preparation of material orders
- Receiving, reviewing, and storing of supplies disbursed on job orders and material transfers
- Ensure that the tools, equipment, and several other materials that are used in the construction project are safe, secure, well-maintained

**Educational background****10<sup>th</sup> Standard** | Punjab Educational Board | Chandigarh, India | 1994**OM (Office Management)** | Advance Academy of Computer | Malerkotla India, | 2010**Personal Profile**

Name	Farook Husain
Date of birth	01-Apr-1977
Nationality	Indian
Gender	Male
Languages Known	English, Urdu, Hindi, Punjabi, Arabic (Not Fluent)
Passport No	R3258776
Passport Expire	25-July-2027
Spouse	Mother, Wife and 2 Daughters

**CONCLUSION & DECLARATION****I hereby certify that the above mentioned Statement is correct & true to the best of my knowledge & belief.****Farook Husain**