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| **Zakriya Ahmed Buhmaid** | image33kingdom of bahrain  Zakariyabuhmaid@gmail.com Tel (M) +973 37391191 | |
| ***Portfolio***  ***CPR No:*** *770109802*  ***DOB:*** *Aug 18, 1977*  ***Marital Status:*** *Married*  ***Nationality:*** *Bahraini*  ***Religion:*** *Muslim ( 4 Children’s)*  **OBJECTIVE**  To serve a progressive organization in a competitive position where I can utilize my full potential with growth opportunity to highest policy and decision making position in all business functions and provide leadership.  **EDUCATION**   * **1991 – 1994** High School Diploma, Al-Khalil bin Ahmed Commercial Secondary School. * I have computer Office (network, entertainment). * Supervisor Skills (Group 4 Bahrain W.L.L). * First Aid Training (Arabian East Training Center). * Health and Safety (Citigroup). * Senior Supervisor (Dream Group W.L.L). * Technical Report Writing Skills (Arabian Institute).   **EXPER I am handling 3 departments (Health Club Instructor & in charge of the Safety & Security Department & Public Relations Officer** (Gulf Court Manama )from Aug 2015 – present  **Key Responsibility of the Safety & Security Department:**   |  | | --- | | 1. Develop and implement security policies, protocols and procedures 2. Control budgets for security operations and monitor expenses 3. Recruit, train and supervise security officers and guards 4. Attend meetings with other managers to determine operational needs 5. Plan and coordinate security operations for specific events 6. Coordinate staff when responding to emergencies and alarms 7. Review reports on incidents and breaches 8. Investigate and resolve issues 9. Create reports for management on security status 10. Analyze data to form proposals for improvements (e.g. implementation of new technology)   **Key Responsibility of the Health Club Instructor :**   1. Manage operations of the health club. 2. Manage team members to ensure high motivation, provision of high quality service and ongoing development. 3. Drive the team to meet and exceed agreed revenue targets through a creative approach to delivering alternative programmers to core fitness-based schemes. 4. Achieve the Health Club's annual budget and be accountable for maintaining and operating within financial targets as well as net movement. 5. Manage customer feedback effectively to ensure continuous service and programme improvement. 6. Instill brand values and standards to maintain quality on a daily basis 7. Liaise with other hotel departments. 8. Ensure customers and guests receive friendly and consistent personalized service from all team members. 9. Recruit, manage, train and develop the team. 10. Respond to audits to ensure continual improvement is achieved. 11. Maintain awareness of department security related to cash, stock and equipment and ensure all department procedures are followed. 12. Ensure health, safety and COSHH regulations are complied with and club rules are observed by members, clients and guests.   **Dream Group (Security Supervisor ) 4 Years**  **Key Responsibility :**   1. Write and submit security reports 2. Provide security 3. Maintain law and order in area of jurisdiction 4. Monitor staff by patrolling with them 5. Assign work areas for officers to patrol 6. Protect the people and property 7. Conduct routine patrols with team 8. Look out for suspicious persons, vandalism or hazards 9. Respond to alarms and distress calls 10. Ensure all security systems, like the burglar alarms and CCTV are working properly   **Group 4 Security Supervisor (3Yrs)**  **Key Responsibility :**   1. Provide security staff with list of duties at the beginning of each shift 2. Educate staff to ensure that they deal with adverse situations in a calm and effective manner 3. Teach new hires as security staff and train them in learning the ropes 4. Establish priorities of security patrols and ensure that staff adheres to them 5. Provide visitors with helpful advice to ensure their security 6. Ensure that unauthorized personnel are not granted access to a premisses 7. Provide support in emergency and evacuation services by guiding people to take certain routes to ensure their safety 8. Guide security staff to act appropriately during emergency situations 9. Respond immediately to alarm system activations and perform checks in areas of concern 10. Ensure that all CCTVs around the building are efficiently installed and sensitively monitored 11. Conduct property searches on a regular basis 12. Ensure effective maintenance and control of security equipment and keys 13. Conduct security administration such as issuance of visitors’ badges and wrist bands 14. Respond to requests of removing vagrants from property and ensure that any suspicious activity is investigated immediately   **Former Job :**  **Al Manaay Group worked as Driver 2 years.**  **Al-Hayki Company worked as Driver 2 Years** | | | ***Skills***   * IT Proficiency: Word, Excel, PowerPoint, Internet and Email, Strong Computer and Technical Abilities. * Excellent Customer Service and Communication skills. * Hard working, Quick learner, Team player, Multi-tasked and dependable. * Excellent accounting knowledge. * Able to identify and resolve problems, remain organized and work well with little or no supervision. * Innovative and able to work independently and with multidisciplinary team. * Excellent interpersonal, organizational, and communication skills. * Proven record in Leadership, through social and voluntary work. * Ability to Correspond Independently. * Fast Learner And Highly Motivated. * Ability to create a friendly and trustful atmosphere and be sensitive to the needs of others. * Ability to work on different projects.   ***Languages:***  ***English***(speaks, read, write)  ***Arabic***(speaks, read, write)  ***INTERESTS*** Football  * Tennis * Travelling * Watching Movies   ***References***  **Furnished upon request** |