**SHAIK RIZWAN AFFAN**

North York, ON**Phone**: 437-429-1576 **Email:** affanshaik1576@gmail.com

**JOB OBJECTIVE**

Goal-oriented male seeking a security guard position to utilize keen attention to detail, strong observational skills, and commitment to maintaining safety. Dedicated to providing a secure environment through vigilant monitoring and effective communication.

# SKILLS

* Dealing with customer service in a professional, courteous manner in diversified situations.
* Ability to prioritize, multi-task, and work under pressure to complete assigned tasks promptly.
* Developed a reputation for prompt, efficient service with a high level of accuracy, receiving top

ratings during the tenure.

* Developed technical presentations, report and memo writing, and technical presentations within

the specified timeline.

* Able to deal with credit card transactions and cash handling accuracy.
* Demonstrated effective time management and organizational skills.
* Excellent communication skills: fluent in English Hindi, Urdu, and written skills
* Ability to solve problems and analytical skills for customers.
* Highly vigilant in terms of security and life safety.
* Excellent team player and strong individual work ethics.
* Proficient in Microsoft Office Applications (Word, Excel, PowerPoint).

# WORK EXPERIENCE

# ⦁ Worked in Orion Security as a security guard in Toronto for more than 1 year. (Dec 2023 – Jan 2024)

# EDUCATION

# ⦁ Senior secondary education 2022 - 87.8%

# Telangana State Board of Intermediate (TSBIE)

# ⦁ Diploma in computer programming program 2023 – Present

# Seneca college, Markham

# ⦁ Ontario Security Guard License Certificate

# ⦁ Emergency First Aid with CPR C & AED Certificate

**AVAILABILITY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Morning | Open | Open | Open | - | - | - | Open |
| Afternoon | Open | Open | Open | - | - | - | Open |
| Evening | Open | Open | Open | Open | Open | Open | Open |
| Night | Open | Open | Open | Open | Open | Open | Open |