

ZIYAU HAQUE ALI

PERSONAL DETAIL:

Father Name: Shamshul Haque Ali

Nationality : Indian

Date of birth : 12thjuly /07/1994

Marital Status : Unmarried

Religion : Muslim

Contact Numbers: 07084098740

E-mail: ziyaul9559@gmail.com

Passport no. : M1264563

Valadity : 19/08/2014 to 18/08/2024

Address:H.NO.636/74,Rafi Nagar Takrohi Market
Indira Nagar Lucknow

Languages proficiency:

Good command in written and spoken English.

TRAINING COURSES

- First Aid Training from Emrill Services LLC, Dubai.
- Leadership Training from Emrill Services LLC, Dubai.
- Fire Warden Training from Emrill Services LLC, Dubai.
- The Art of Persuasive Public Speaking & Communication Course.
- Presentation Skills Course.
- Time Management Course.
- Public Relations Course.
- Sales Training Course.
- English Communication Course.
- Computer Applications and Typing Course.

Learnt and Worked With Following
Computer Software Related:

CURRICULUMVITAE

Career Objective:

Seeking a position as HSE Officer with a progressive organisation offering opportunities for growth and advancement , where I can provide my expertise in analyzing the HSE protocols, Pro-Actively contribute and promote healthy and safe workplace in the organization”

Work Experiences:

AMCO SAFT

THE HIGH –TECHNOLOGY BATTERY MANUFACTURER

INSTALLTION & COMMISSIONING ENGINEER

April 2017 _To_ Presnt

Emrill Services LLC,DubaiUAE

Security officer / Safety

01stFEB 2014 _To_ 30 July 2015.

EMRILL Service LLC (Master Community)

UAE

Working in EMAAR Data Center as a Security System Coordinator & Customer Service Department.

- Carrying out the day to day duties of front desk and reception.
- Answering clients questions either by telephone, electronically or face to face.
- Welcome and greet guests and business clients, the patient and answering their queries.
- Assist customers and clients by ensuring their compliances and keep record of action taken.
- Providing customers with necessary information, maintaining records and receiving payments.
- Note complaints of the guest and forward them to the concerned department.
- Coordinate the delivery and pick up of business related documents.

Academic Qualification

- Passed B.Com from LUCKNOW UNIVERSITY 2016.
- Intermediate with Commerce from C.B.S.E in 2011.
- Matriculation with Science from C.B.S.E in 2009.

Professional Qualification

- Microsoft Office, Window 98/ 2000 Professional & XP, Corel Draw.

SECURITY OFFICER

Duties & Responsibilities

- ❖ Monitoring clients items through CCTV
- ❖ Ensuring safety of staff and customers.
- ❖ Checking Till Discrepancies through CCTV.
- ❖ Making incidents reports.
- ❖ Briefing customers about products
- ❖ Customer service.
- ❖ Log in all visitors and vendors and keeping their details confidential
- ❖ Receiving deliveries into the store
- ❖ Attending and acknowledging fire alarms and silencing them
- ❖ Assisting staff and visitors with any information they would require
- ❖ Checking and searching staff and visitors leaving the store

- One year Diploma In Software Engineering From [Computer Institute Of Computer Science.](#)
- **NCC with “C” Certificate with “A” Grade.**
- **NCC with “B” Certificate with “B” Grade.**
- Health & Safety **MANAGING SAFELY** Certificate from **IOSH.**
- Undertaking H&S **MANAGING SAFELY** certificate from **NEBOSH.**

KEY SKILLS AND COMPETENCIES:

- Strong Organization, Communication Skills.
- Ability to produce consistently accurate work even under pressure.
- Excellent Computer typing skills.
- Have ability to multi tasking.
- Hard working, good follower, flexible and fast learner.
- Good pay attention to details.
- Proactive and Assertive.
- Dependable.
- Have problems solving skills.
- Willing to take New Responsibilities .

Extra-Curricular Activities

- I Spend my Extra Time in Developing and Exploring Operating System in Computer.
- Surf Internet for Learning about New Technology coming up in Daily Life.
- Interest in Sports Activity & Voluntary Social Works.

DEVELOPED SKILLS AND ABILITIES

Self driven with a flexible attitude and be able to adopt to quickly to changes. Having excellent interpersonal, communication and motivation skills. Able to maintain a high level of standard in the area of expertise mentioned .

I have been able to develop advisory skills and acquired management skills that meet my obligations, statutory or otherwise concerning prevention of personal injuries and maintenance of safety working environment.

Declaration:

- I hereby declare that above mentioned are true & correct to the best of my knowledge and belief.

	<p><i>YAUL HAQUE ALI</i></p>
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"SAFETY IS AN STEP AHEAD TO REACH ADVANCE DESTINATION"