**ABDUL GAFFAR SAIT**

Thayyil House

Chirakadavom,Kayamkulam

Pincode.690502

AllepeyDist

Phone:9605255140 Res: 0479 2445595

Email:agaffarsait@gmail.com

**OBJECTIVE**

To be a part of an organization where I can effectively utilize my skills and experience to analyze various standards of security operation programs and perform risk assessments to manage implementation of safe environment for both visitors and employees.

**PROFESSIONAL EXPERIENCE**

**Seashore Engineering And Contracting Company, Qatar – 2005-2013**

Designation: Safety and Security Supervisor

Key responsibilities:

* Supervise discharge of petro-chemical equipments from Ship.
* Safety and security coverage of off-loaded items in transport.
* Leading the implantation of security and safety procedures.
* Trained and managed a team of over 100 employees at a time.
* Schedule assessment of duty securities.
* Conducting tool box talks and pre-work meeting
* Managing the entire security and safety processes

**Doha Sheraton Hotel And Resort,Qatar – 1990-2002**

Designation: Security Supervisor

Key Responsibilities:

* Prepared overall security plans and managed security operations of organization, including assignments and staffing.
* Developed procedures for the emergency response and crisis management, physical security, information protection, incident management, and investigation units.
* Monitored entire facility using CCTV while simultaneously performing dispatch duties.
* Manage staff schedules for all shifts and events to minimize overtime costs.
* Guest satisfaction instructions are highlighted daily to all the staffs’inorder to achieve the best result of service.
* The policy of “***guest is always correct***” was seriously covered in daily performance.
* Oversee loss prevention assessment programs.
* Monitor progress of loss prevention goals.
* Review Daily News and Manager on Duty reports and keep up to date with all VIP arrivals.

**Indian Airforce – 1965 – 1980**

Designation: IAF Police

Key Responsibilities:

* Security surveillance in various Indian airforce stations and air fields
* Contributed to investigations of property loss, thefts and criminal activities
* Covering Air force safety and security of important areas of airforce buildings.
* Loss prevention, Investigation of property theft liation with civil police and CID.
* Supervised a team of security personnel in their daily operation and discipline
* Completing reports of alarms, incidents, and complaints.
* Overseeing the inspection of all packages entering and exiting the building

**EDUCATION**

Degree-Indian Air force.

SSLC.

**LANGUAGES KNOWN**

English

Hindi

Malayalam

Tamil

Arabic

**KEY SKILLS**

* Excellent interpersonal, leadership and communication skills.
* Strong problem solving skills&Motivating skills.
* Agile and attention to detail.
* Certified in Security Supervisory Course
* Certified in safety training and VIP protection course
* Staffing and scheduling
* CPR and First Aid-training

**ACHIEVMENTS**

* Assisted V.V Giri President of India.
* Assisted Yasser Arafath ,Palestine.
* Assisted Zail Singh President of India during Islamic conference Doha,Qatar.
* Assisted Saudi King Abdul Aziz.

**TECHNICAL SKILLS**

Microsoft Office Suite (Word, Excel, PowerPoint),

**PERSONAL DETAILS**

Father Name : Sulaiman Hussain Sait

Date of Birth : 27/02/1946

Gender : Male

Nationality : Indian

**REFERENCE**:

Mr.Mohamed Ali

Managing Director ,Sea Shore Engineering, Qatar

<Tel:+97444722843> seashore@qatar.net.qa

**DECLARATION**:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Kayamkulam **Abdul GaffarSait**.