

Resume

Of

MD.NURUL AMIN

Mailing & Permanent Address:
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Professional Summary:

To enrich my knowledge and skills by working in a dynamic organization which provides an excellent opportunity to develop and grow professionally and personally and also challenging environment where I will be able to use all my abilities and skills.

Professional Experience:

- **Amir Al Sahel Project Management Services Company, Dubai, U.A.E.**
Sales Manager 22th Aug'2023 to Present
- **Fly Dining Restaurant, Your Travels Ltd., Cox's Bazar, Bangladesh.**
Security & Safety Manager 15th Oct'2021 to 30th Aug'2022
- **Safer World Organization.UK Based, Cox's Bazaar, Bangladesh.**
Conflict and Security Advisor 01st Oct'2019 to 24th Dec'2020
(Contractual)
- **Qatar Visa and Medical Centre (Under Of Bio-met, MOI & Embassy of Qatar), Dhaka, Bangladesh**
Security and Safety Manager 01st Nov'2018 to 30th May'2019
- **Spark Security Services L.L.C., Abu Dhabi, United Arab Emirates**
Security 26th Oct'2007 to 17th Mar'2017

Major Responsibilities: (For Security and Fire Health & Safety)

- Establish and maintains an effective Security force for the protection and safety of employees, facilities, and assets of the Company.
- Develop, implement and administer all aspects of the plant's Security Program.
- Supervises all activities on the property, to ensure that all applicable laws, rules, and regulations are enforced throughout the plant.
- Establish and maintains an effective Security force for the protection and safety of employees, facilities, and assets of the Company.
- Provide consultation and reports to senior management concerning security issues as necessary.
- Regular monitoring and investigating all the security events via the alarm and CCTV monitoring system.
- Select, monitor, test, and develop appropriate intrusion devices, alarms, and cameras that record activity in appropriate locations and that warn of threats as well as supervise guard forces at designated locations.

- Plan, develop and implement physical security procedures and processes including security training programs for all of the plant's locations through reducing or eliminating liabilities and threats.
- Manage the Plant's Emergency Management Team that addresses potential or in-progress violent events and other special projects.
- Make suggestions and recommendations, as appropriate, for the internal security of specific operations and departments ensuring the quality and standard of operations in all areas.
- Conduct routine examinations, to completely and concisely investigate the background of any individual access to sensitive areas and manages any investigations and reports to the appropriate entity.
- Authorize security clearance and/or access to sensitive areas of the property and controls visitor access safeguarding the corporation and its assets.
- Manage the Plant's scheduled Fire Drills and Monitor fire detection and protection systems ensuring the quality and standard of operations according to guidelines.
- Maintain adequate staffing levels in the Security Department, by interviewing, selecting, training, scheduling, evaluating, promoting, disciplining, and terminating employees, as needed, ensuring fair and equitable treatment to employees.
- Develop and maintains good working relationships with various members of the business community (different government organizations i.e. Police, Fire, etc., and different stakeholders).
- Plan, design, maintain, and implement appropriate network strategy ensuring optimum security levels liaising with IT department in accordance with regulations.
- Shipment handling –Export & Import. Dealing with Audit (Buyers)
- Knowledge on Law of Govt. / law of Labor. Knowledge of **First Aid**.

Worked in Major Place in UAE:

Abu Dhabi Gas Company (GASCO)
 Easa Salah Group, Dubai
 School & College (Gov't & Private)
 Conrad Hotel (Hilton), Dubai
 Dubai Islamic Bank, Emirates NBD, Emirates Islamic
 Bank, HSBC Bank, UAE Exchange
 Hospital, Mall, Club & Resorts, Govt. Office, Tower

Worked in Special Event: (Event Security)

Formula 1(F1), Volvo Ocean Race, Golf Championship, Red Bull Air Show, Abu Dhabi, UAE

Academic Qualification:

B.Sc. (Hon's.) in Marine Science	1999 - 2003
University of Chattogram, Chattogram, Bangladesh	
Division: Second Class (obtain 58% marks)	
Higher Secondary Certificate (H.S.C.)	1997 - 1999
Govt. City College, Chattogram, Bangladesh	
Division: First Class (obtain 61.6% marks)	

Secondary School Certificate (S.S.C.)
Shah Wali Ullah Institute, Chattogram, Bangladesh
Division: First Class (obtain 73% marks)

1995 – 1997

Training and Certificate:

National Security Institute (NSI), Abu Dhabi, UAE
Security Officer / Fire Fighting / First Aid Course and Certificate: 26th Dec 2009 – 30th Dec 2009
PSBD Abu Dhabi, License No: 09-06916

Private Security Business Department (PSBD)
Ministry of Interior, Abu Dhabi, License No: 19790755 (Security Guard)

Department of Protective Systems (DPS)
Dubai Police Academy and General HQ, Dubai, License No: 2016 2401 210057 (Security Guard)

Training in Bangladesh Fire Service & Civil Defense institute, Chattogram, Bangladesh
Fire Fighting, Fire Prevention, Rescue and First Aid Training
09th July 2017 – 13th July 2017

Diploma Course in Computer Literature and Operation System
Ananda Multi Media and Animation Center, Chattogram, Bangladesh
24th Jun 2002 – 23th Dec 2002

Professional Skills:

Security & Safety Manager, In-charge, Team Leader/Supervisor, Security, Fire and Safety Officer, CCTV Operator, Training Officer, Admin & Logistic Officer, Operation, Administration.

Personal Skills:

- **Knowledge-based skills:** Acquired from education and experience (e.g., computer skills, languages, degrees, training and technical ability)
- **Transferable skills:** My portable skills that I take from job to job (e.g., communication and people skills, analytical problem solving and planning skills)
- **Personal traits:** My unique qualities (e.g., dependable, flexible, friendly, hard working, expressive, formal, punctual and being a team player).

Some of my Strengths.... Trustworthiness, Creativity, Discipline, Patience, Respectfulness

Computer Skills: MS Office suite, Internet, browsing and Email.

Language Skills:

English : Full professional proficiency.
Arabic : Full professional proficiency.
Urdu/Hindi : Professional working proficiency.

Specialization:

Audit:

Security & Safety Equipment, Sat up & System and Measurement in Factory, Garments, Real Estate (Building & Construction Site) with Security & Safety Solution Company (well-known Vendor) in Chattogram by Contract.

Worked in Provita Group, as a....Safety Audit Officer

Personal Details:

Father's Name:	Md. Nurul Huda
Mother's Name:	Late Mubareka Begum
Date of Birth:	19 th September 1979
Nationality:	Bangladeshi
Marital Status:	Married
Religion:	Islam
Height:	5' – 7''
Passport No:	A04135425
NID Number:	6915244906

Reference:

Available on request

Announcement:

I do hereby declare that the particulars provided here are true and no misinformation is given.

Yours Truly,

Md. Nurul Amin