



CONTACT ME

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EDUCATION

Intermediate  
BISE Rawalpindi

Matric  
BISE Rawalpindi

SKILLS

- Microsoft Office
- Browsing
- Email
- Data management

DRIVING LICENSE

Valid UAE Automatic Driving License

LANGUAGES

- Urdu
- English
- Arabic

MUHAMMAD IJAZ

WORK EXPERIENCE

Transguard Security Services November 2017-Present  
Mashreq Bank Dubai Receptionist

Answers customer questions and provides general information on banking services and policies. Answers incoming phone calls, transfers calls, and takes messages when necessary. Follows up on minor customer issues. Processes and distributes incoming mail; prepares outgoing mail for pickup.

Emirates Security Services 2012-2017

In my previous security role, I was responsible for maintaining a secure environment by conducting routine patrols, monitoring surveillance systems, and checking access points. I enforced company policies and responded to incidents, such as alarms and disturbances, with a focus on ensuring the safety and well-being of personnel and assets. Effective communication, report writing, and the ability to adapt to various security challenges were key aspects of my responsibilities.

Jobs Profile

- Customer service.
- Strong driving record.
- Basic maintenance knowledge.
- Physical fitness and strength.
- Efficiency and time-management.
- To ensure the safety of the people and premises
- To stand for extended periods & ability to work in a fast-paced environment.
- Handling customer's calls and resolves the issues

HOBBIES

- Hiking
- Learning IT Things
- Cricket

REFERENCES

Will be provided on demand