



Fawad Khan

Date of birth: 13/01/2000

Nationality: Pakistani

Gender: Male

CONTACT

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ABOUT ME

Career Objective:

Highly accomplished security and financial services professional with extensive expertise in security operations, risk management, surveillance, emergency response, compliance, money exchange, currency trading, transaction management, and customer relations, possessing a proven track record of ensuring secure environments, optimizing operations, and delivering exceptional customer experiences, with skills in strategic planning, team leadership, problem-solving, communication, risk assessment, mitigation, operational efficiency, and strategic partnerships, driven by a passion for driving innovation, enhancing security, and delivering exceptional results, with a strong commitment to excellence, integrity, and dedication to achieving organizational goals

WORK EXPERIENCE

17/04/2024 – CURRENT Dubai, United Arab Emirates

Security Supervisor G4s Secure Solution - Dubai Branch

Client: Victory Heights - Dubai Sports City

Responsibilities:

- Supervised a team of 14 security guards, ensuring effective security coverage for 1200 villas, 7 security gates, and patrolling of the community.
- Lead security personnel, provided guidance, and enforced security protocols to maintain a secure environment, while also monitoring and addressing any security breaches or violations.
- Managed access control systems, CCTV operations, ANPR monitoring, and vehicle access, ensuring secure entry/exit procedures and identifying potential security risks.
- Utilized industry-leading risk assessment methodologies to analyze and prioritize security risks, developing effective mitigation strategies to minimize vulnerability and ensure business continuity.
- Coordinated with management and authorities to respond to security incidents, accidents, and resident complaints, while also generating observation reports, monthly reports, and security deployment plans.
- Ensured compliance with security regulations and protocols, while also coordinating with SOAMS Department and Dubai Sports City security department to address any FM operation-related or security-related concerns.
- Confirmed work permits for contractors, provided access, and escalated any violations to SOAMS, resulting in fines and blocked access for repeat offenders.
- Developed and implemented emergency response plans, escalated incidents to authorities (police, ambulance, civil defense), and ensured site preparedness to minimize security risks and respond to emergencies effectively.

25/12/2022 – 10/04/2024 Dubai, United Arab Emirates

Security Admin G4s Secure Solution - Dubai Branch

Client: DAMAC Properties - Park Tower, Dubai

Responsibilities:

- Following DAMAC's escalation flow through telephone communication to management in the event of any Incidents/Accidents on sites.
- Provided information obtained from various sources to address inquiries from the public regarding departments, phone numbers, and operational hours.
- Possessed a high level of knowledge in Sales Force, HIK-Central & Web Client Application, contributing to effective ANPR System management.
- Managed daily manpower monitoring across multiple sites using MS Foms.
- Verified service provider tax invoices with attendance sheets to ensure accuracy and compliance.
- Demonstrated strong understanding and knowledge of computer, network, and security systems.
- Strong communication skills with the ability to provide technical advice and assistance

06/10/2021 – 23/12/2022 Dubai, United Arab Emirates

Security Team Leader G4s Secure Solution - Dubai Branch

Client: Amazon DDB-6, Ras Al Khor, Dubai

Responsibilities:

- Conducted loss prevention activities, including investigations into loss, damage, and stolen shipments.
- Monitored access to properties to ensure authorized entry and prevent unauthorized access.
- Responded to emergency situations promptly and effectively, taking necessary actions to ensure the safety and security of personnel and assets.
- Contacted and communicated with authorities as required to report incidents or seek assistance.
- Operated and monitored the CCTV Surveillance system, maintaining accurate daily logs, shift reports, and incident reports.
- Managed telephone operations and effectively forwarded emails to security management for timely response and action.

09/10/2019 – 10/04/2021 Dubai, United Arab Emirates

Security Guard Al-Raed Building Security Services

Client: Emirates Post Group- Al-Badua Branch, Dubai

Responsibilities:

- Provided excellent customer service to visitors and staff.
- Monitored and controlled access to the premises, ensuring only authorized personnel entered the facility.
- Operated surveillance equipment and monitored CCTV cameras to oversee security throughout the facility.
- Prepared and maintained accurate incident reports, documenting any security breaches, incidents, or unusual occurrences.
- Maintained a visible presence to deter criminal activity and ensure a safe and secure environment for all occupants.
- Assisted visitors with inquiries, directions, and other customer service needs in a professional and courteous manner.

02/02/2016 – 06/09/2019 Charsadda, Pakistan

Cashier / Counter Staff AA Exchange Company, Pakistan

Responsibilities:

- Customer Service: Provide excellent customer service, handle transactions efficiently, and respond to customer inquiries regarding exchange rates, fees, and services.
- Currency Handling: Manage and balance cash, handle multiple currencies, and ensure accurate counting and sorting of bills.
- Transaction Processing: Process transactions accurately, including buying and selling currencies, wire transfers, and other financial services.
- Compliance and Security: Adhere to regulatory requirements, verify customer identification, monitor suspicious transactions, and maintain a secure environment.
- Rate Management: Stay updated on current exchange rates, update rate boards, and provide rate information to customers.
- Accounting and Reconciliation: Balance daily transactions, reconcile cash and records, and prepare reports for management.

EDUCATION AND TRAINING

04/03/2020 – 07/04/2021 Deira Ismail Khan, Pakistan

Bachelor of Arts Gomal University

Address RV9W+GVJ Gomal University, Indus HWY, Dera Ismail Khan, Khyber Pakhtunkhwa, 29111, Deira Ismail Khan, Pakistan |

Website www.gu.edu.pk

08/08/2016 – 07/04/2017 Charsadda, Pakistan

Intermediate New Muslim College

Address Mardan Road, 24420, Charsadda, Pakistan

20/10/2024 – CURRENT Dubai, United Arab Emirates

Security Supervisor License Security Industry Regulatory Agency

Website sira.gov.ae

03/11/2019 – CURRENT Dubai, United Arab Emirates

Security Guard License Security Industry Regulatory Agency

Address Tunis St - opposite to Etisalat Academy, Muhaisnah 2, 0000, Dubai, United Arab Emirates | **Website** sira.gov.ae

03/10/2022 – CURRENT Abu Dhabi, United Arab Emirates

International Event Security License National Security Institute

Address Yas Island, 0000, Abu Dhabi, United Arab Emirates | **Website** nsi.ae

LANGUAGE SKILLS

MOTHER TONGUE(S): Pashto | Urdu

Other language(s):

English

Listening B2

Spoken production B2

Reading B2

Spoken interaction B2

Writing C1

Arabic

Listening A1

Spoken production A1

Reading A1

Spoken interaction A1

Writing B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Adobe Photoshop | Corel Draw | Autocad (2D-3D) | Printing | Scanning | Email | ID Card Printing | MS Office | Microsoft Excel
| Facebook | Social Media

HOBBIES AND INTERESTS

Personal Interests

- Sports
- Reading
- Painting & Drawing
- Travelling
- Gaming

DRIVING LICENCE

Driving Licence: B 08/07/2023 – 08/07/2025