



VARUN SINGH

- SECURITY SUPERVISOR LICENSE
- CCTV OPERATOR LICENSE
- LMV DRIVING LICENSE

PROFILE

I aim to be associated with a progressive organization that provides a dynamic work environment to utilize my inherent skills as a professional, develop my aptitude, further the organization's objectives, and achieve my career goals.

CONTACT

PHONE:

+971524324261 – Calling/WhatsApp

EMAIL:

varundubaiid@gmail.com

ADDRESS: Dubai, UAE.

DRIVING LICENCE DETAILS

- License no 4177849
- Date of Issue 02/10/2021
- Date of Expiry 02/10/2028
- Issue place Dubai

SKILLS

- Verbal/written Communication
- Access Control, Surveillance System
- Problem Solving, Risk Assessment
- Multi-tasking
- Security Audits
- Emergency Response Planning
- Incident Response
- Team Management
- Decision-Making Under Pressure

EDUCATION

BACHELOR IN COMPUTER APPLICATIONS (BCA)
PANJAB UNIVERSITY, INDIA
[2014]

SECONDARY EDUCATION
Punjab School Education Board, India
[2010]

HIGH SCHOOL
Punjab School Education Board, India
[2008]

WORK EXPERIENCE

DP World (WE ONE Security) – DUBAI, UAE
SECURITY SUPERVISOR in CITY MAX HOTEL, BUSSINESS BAY, DUBAI, UAE
[FEB 2021]–PRESENT.

APSG PROPERTY GUARD & SURVEILLANCE- DUBAI, UAE
SECURITY OFFICER
[APR 2019]– [FEB 2021]

DUBAI MEDIA HQ, DUBAI, UAE
ADMIN / CCTV OPERATOR
[APR 2019]– [OCT 2020]

DAFZA(DWC) Feezone Dubai
CCTV Operator
[OCT2020]–[FEB 2021]

AL ITKAN INDUSTRIAL CO. AMMAN, JORDAN
STORE SUPERVISOR/CCTV OPERATOR
[March 2017]– [FEB 2019]

KK ENTERPRISE IMMIGRATION CONSULTANTS. HOSHIARPUR, INDIA
SECURITY GUARD
[AUG 2014]– [NOV 2016]

AREA OF RESPONSIBILITIES

CUSTOMER SERVICE:

- Providing highest quality of service to customer within defined SOPs of the company
- Communicating with clients and customers about their experiences with product or service
- Taking or processing orders for a product or service
- Coordinating and follow-up with multiple stake holders for the resolution of customer problems
- Adhered company business codes of conduct, corporate policies.

ADDITIONAL SKILLS

- A clean driving record and Familiarity with GPS Devices.
- Knowledge of areas roads.
- Ability to remain calm in stressful, Driving situations (Like Rush Hours)

HOBBIES

- Driving
- Travel
- Fitness and Sports.

Security Services:

- Supervise and guide team activities on ground, training them to interact properly with guests, visitors, and employees.
- Maintain daily records and reports, including those regarding incidents, accidents and security breaches.
- Preparing daily, weekly and monthly reports related to security department inventories and tasks.
- Prepare and maintain accurate incident reports and logs of security activities, analyze security data to identify trend and areas for improvement.
- Respond to Emails and replying them without delays.
- Visual examination Technique.
- Oversee the operation of surveillance systems, alarms, and access control systems.
- Demonstrate Multitasking abilities.
- Lead the response to security incidents, including coordinating with law enforcement and emergency services as needed.
- Forward planning and strategy.
- Ensure that health and safety regulations are followed in all security operations.

ADMINISTRATION:

- Answering incoming calls, taking messages and re-directing calls asrequired
- Dealing with email enquiries.
- Taking minutes.
- Diary management and arranging appointments, booking meetingrooms and conference facilities.
- Data entry (sales figures, property listings etc.)
- General office management such as ordering stationary.
- Organizing travel and accommodation for staff and customers.
- Arranging both internal and external events.
- Possibly maintaining the company social media accounts.
- Providing administration support to Sales Reps, Property Managersand Senior Management.

ACCOUNTS:

- Provides financial information to management by researching and analyzing accounting data.
- Prepares asset, liability, and capital account entries by compilingand analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information preparing balance sheet, profit and loss statement, and otherreports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommendingpolicies and procedures.

PERSONAL INFORMATION

Nationality	Indian
Date of Birth	23 rd January 1993
Languages	English, Punjabi, Hindi, basic Arabic.
Passport	C7656068