Muhammad muzammil iqbal

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|  | Key Skills & Personal Strength |  |

* Excellent communication skills oral / written and Quick learner
* Good inter-personal and organizational skills
* Ability to use initiative to work independently and as a member of a team
* Ability to relate to a wide range of people in a multi-cultural environment
* Capable of supervising of any type security access control
* Ability to organize and prioritize workloads
* Ability to maintain confidentiality
* Experience of providing ideas on process of improvements
* Capable to work with multicultural environment.
* Able to deal with the obstacles and issues.
* Contribute to effective work relationship
* Organize personal work priority and development.
* Maintain work place safety in the security industry
* Able to manage conflict through negotiation
* Prepare and present documentation and reports
* Problem Solving, Decision Making, Effective, using Common sense Maintain work place safety in the security industry
* Prepare and present security documentation and reports
* Coordinate a quality security service to the customers
* Problem Solving, Decision Making, Effective, using Common sense

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|  | Personals Information |  |

Date of Birth: 28 Feb 1993

Nationality: Pakistani

Marital Status: Single

Sex: Male

Height: 5'10’

Blood Group: B+

Religion: Islam

Language Known: English, Urdu, Hindko Permanent Address: R-520 Sector 14-A Shadman Town Karachi

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|  | Professional Qualification |  |

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| --- | --- | --- |
| Cert III in Automotive Technologies (Austwide Institute of Training, Melbourne, Australia) | Certification | 2012-2014 |
| Cert II in Security Operations (Austwide Institute of Training, Melbourne, Australia) | Certification | 2013 |
| Certificate of Construction Training International | Certification | 2014 |

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|  | Academic Qualification |  |

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| B.com | HSC | (InProgress) |
| Intermediate pre-  Engineering | FSC | 2009-2011 |
| Matriculation | SSC | 2006-2008 |

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|  | Professional Experience |  |

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|  | Auto Technician |  |

(Anthony Smith Toyota, Melbourne Australia)

November 2013 – November 2014

Have been working in Toyota as an “Automotive Technician”.

* ***Duties and Responsibilities***
* Technical Inspection of the vehicles (HD and LD) which includes inspection and repairing of braking system, fuel system, gear box, spark plugs, wheel alignment and balancing, power transmission system.
* Preparing and compiling the vehicle inspection report.
* Proficient in making incident reports.
* Assign work to field personnel.
* Reporting to workshop supervisor.

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|  | Security |  |

(Risk Protection Group, Melbourne, Australia)

June 2013 – November 2013

* ***Duties and Responsibilities***
* Patrolling officer in a train yard.
* Responsibilities include safeguarding trains from graffiti.
* Protecting train yard premises from intruders.
* Escorting train staff.
* Surveillance over CCTV cameras in designated sites.
* Capable of using two way radio communications.
* Proficient in making incident reports.
* Have been managing several events as a crowd controller.
* Ticket checker and conflict officer in Melbourne’s one of the biggest music event (Stereo sonic).
* Crowd controller in Formula 1 car racing competition. (Attend meeting)

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|  | Marketing |  |

(Smart Group of Companies, Melbourne, Australia)

February 2012 – May 2013

Sales and installation consultant in a Victorian government energy efficiency target scheme (VEET).

* ***Duties and Responsibilities***
* Engaging Customers..
* Promoting Products.
* Sale Gas and Electricity.
* Installation of Power Saving Devices.

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|  | Equipment Inspection Inspector |  |

(Consolidated Contractors International Company,Qatar)

January 2015 – January 2016

Laffan Refinery Project (LR2) Ras Laffan Industrial City,Qatar

***Duties and Responsibilities***

* Inspection of all Heavy duty Vehicle / Equipment's.
* Inspection of all Light duty Vehicles / Equipment's.
* Proficient in making incident reports.
* Preparing Inspection reports on Daily basis & sent to the Management.

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|  | Auto Service Advisor |  |

(Mughal Autos, Karachi Pakistan)

February 2016 – Till present

* ***Duties and Responsibilities***
* Greeting customers and scheduling service appointments.
* Cataloguing customers concerns and comments.
* Writing service orders and descriptions of problems and repairs.
* Translating customers' repair problems into standard repair terminology
* Explaining repairs to customers.
* Test-driving vehicles to confirm service repairs.
* Estimating the cost and time needed for repairs.
* Handing customer complaints.

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|  | Valid Driving License |  |

1. Pakistan
2. Australia
3. Qatar

(I hereby declare that all the information provided above is all true and correct to my best knowledge.)