

MUJIB ULLAH KHAN



About me

I have 7 years of experience as a Front Office Receptionist, handling guest services and daily front desk tasks. I am skilled in communication, managing bookings, and solving problems quickly. Additionally, I have 3 years of experience as a Security Team Leader and CCTV Operator, monitoring surveillance and leading a security team. I am reliable, organized, and focused on providing excellent service and safety.

Personnel information

Date of Birth: 12/01/1991

Nationality: Pakistani

Contact no: +971-527288646

Email address: Mujibk055@gmail.com

Visa status: Free zone

Marital status: Married

Address: UAE , Dubai , Jebel ali Nuzul camp room no:330

Work Experience

CCTV OPERATOR/ SECURITY TEAM LEADER

Emrill services llc. Dubai.

March-2018 to present

- Supervised and led a team of security personnel, ensuring smooth daily operations.
- Monitored CCTV systems to detect and respond to suspicious activity or security breaches.
- Handled security incidents and emergencies, coordinating with relevant authorities when needed.
- Maintained accurate logs, reports, and surveillance records.
- Trained and guided staff on security protocols and emergency procedures.
- Inspected premises regularly to identify risks and ensure compliance with safety policies.
- Operated and maintained CCTV, alarm systems, and access control equipment.

Customer representative

Emrill Services LLC dubai, Feb-2015 to March-2018

- Deliver excellent customer care and welcome clients with professional greetings.
 - Handle calls, emails, and correspondence with proper etiquette.
 - Manage check-in/check-out processes and maintain confidential records.
 - Utilize MS Office for documentation and reporting.
-

STUDENT HOSTEL WARDEN

Private hostel in Islamabad Pakistan, Jan-2012 to Dec-2013

- Ensure the safety, security, and well-being of all hostel residents.
 - Supervise daily activities and enforce hostel rules and regulations.
 - Assist students with check-in/check-out and maintain accurate records.
 - Address student concerns and provide guidance or support as needed.
 - Coordinate with staff for maintenance, cleaning, and other hostel operations.
 - Maintain confidentiality of resident information.
-

Education

Govt.college of Technology nowshera, Pakistan

DAE , Diploma of Associate electrical engineering .

12th standard.

April-2008 to Nov-2011 . U.A.E MOFA Attested

Skills

- Computer skills.
 - Ms office knowledge.
 - Multitasking.
 - Telephone handling.
 - Time management.
 - Problem solving.
 - Team work .
-

Driving licence details

- Light manual vehicle CAT-03
 - License no: 4272960
 - Date of issue: 18-05-2022
 - Date of expiry: 30-05-2029
-

LANGUAGES

- English
- Urdu
- Hindi
- Pashto