

USMAN ASGHAR



ADDRESS: Flat 1, Building 284 Road-2104 Block-221 Busaiteen Bahrain

TEL: +973, 37115650

EMAIL ID: usman.kayani07@gmail.com

Summary

Experienced Security Operations Manager/Associate with a proven track record Over seven years of experience in the security & HSE industries in Bahrain.

Skilled in Microsoft Applications, Team Building, Management, and Leadership.

Extensive experience of leading, managing and training of staff in respect to Security and Health and Safety.

Extensive experience of enforcing and supervising HSE policies and procedures at various establishments.

Extensive knowledge of Security Systems (Physical Security/Electronic Security).

Extensive Knowledge of operational procedures and policies of loss prevention, assets protection and investigating and concluding Incidents.

Experience of developing Security SOPs, Contingency and Evacuation Plans, permit to work policies, Training manuals, and Health and Safety manuals.

Personal Data:

Name	:	Usman Asghar
Date of Birth	:	21/01/1990
Nationality	:	Pakistani
Passport No	:	BE1824453
Marital Status	:	Married

Education Qualification:

- **Graduation (Board of Punjab University 2010)**
- **Intermediate (Board of Intermediate & secondary Education Rawalpindi 2007)**
- **Matriculation (Board of secondary Education Rawalpindi 2005)**

Course & certification

- Hearts Saver First Aid Course (A+) Aug 2015
(American Heart Association International Hospital of Bahrain W.L.L)
- Valid Bahraini Driving License.
- Valid GTS License.

Computer Knowledge:

- **Jinnah College of Education Rawalpindi (Gujjar Khan)**
- Four Months Course Certificate in Computer Applications (Aug 2009 till Dec 2009)
- Four Months Course Certificate in Computer Hardware (Jan 2009 till May 2009)

Professional Experience

- International 360 security services W.L.L (May 2021- present)
(Operations manager)
- GROUP 4 Security SOLUTIONS Bahrain W.L.L (march 2014- May 2021)
Site Security Supervisor (American University Bahrain) (June 2020- May 2021)
Site Security Supervisor (Alba/Bechtel) (June 2018 - Dec 2019)
Security Officer/CCTV Operator (City Centre Bahrain (March 2015 - June 2018)
- AL SAHWA COMMERCIAL BROOKERS UAE (Aug 2012-2013)
(Outdoor Sales Representative)

Brief experience

International 360 security services (Operations Manager)

- Directing the activities of security personnel to ensure protection of an organization's physical assets, properties, and resources.
- Recruit, orient, and train security personnel on appropriate security rules and procedures.
- Develop and enforce security protocols, policies, and procedures necessary for safeguarding lives and property.
- Oversee the coordination of staff during an emergency situation.
- Assign guard duties to security personnel to ensure effective distribution of workload.
- Keep track of incidents in order to evaluate them and recommend a course of action.
- Schedule shift patrol to ensure a building/property is guarded at all times.
- Implement safety and health policies and procedures to protect employees against workplace hazard.
- Develop and manage the processes for securing classified and sensitive information.
- Setting up security perimeter around a building or company premises to ensure the safety of employees and company facilities.
- Develop and implement security policies and procedures necessary for protecting company assets against theft.
- Design and educate employees on emergency response action & implement safety regulations and procedures to minimize risk of workplace injury or death.
- Assess incidents to lay down strategies that will reduce the likelihood of a future occurrence.
- Recruiting, training, and supervising security officers & conduct drills to evaluate security responses.
- Present reports to management on incidents and security breach & proffer recommendations on ways to avoid future breach in security.
- Meetings with clients on a weekly and monthly basis to ensure that the service we provide meets the criteria.

American University (Security Shift Supervisor)

- Greeting & Meeting students, staff, visitors & contractors and giving them best possible assistance.
- Keeping record of Staff, Contractors, Visitors In & Out timing and making report on daily & Monthly basis.
- Making sure that nobody enters the campus without identification/information.
- Patrolling time to time inside the campus & report any abnormal activity or incident to health & safety.
- Attending Medical Emergencies, Fights, Accidents, Fire, Fire Alarms, Maintenance, Protests, Abnormal Deliveries &
- making reports on Microsoft Office Applications.
- Giving Briefing & De-Briefing to securities about the procedures before starting and after finishing the duty.
- Keeping the record of Security Attendance, Lost & Found Items Received & Handed Over, Security Equipment's E.T.C.
- Filling the daily reports & other documents into the right file on daily basis.
- Supervision of minimum 7 guards in one shift.
- Arranging monthly Security Duty Roster & Time sheets.
- Attending weekly meetings with clients to discuss the problems and solutions, preparing minutes of meeting and sending it to the management.
- Giving induction training to new joining security guards and contractors

Alba/ Bechtel (Security Shift Supervisor)

- Dc Hazard Training provided by Alba/Bechtel Management.
- Alba / Bechtel Site Safety Induction Training
- Dealing with G4S/Bechtel Staff, Contractor & Abnormal Deliveries.
- Dealing with accidents, medical emergencies, protests, Fights E.T.C
- Attending Medical Emergencies, Fights, Accidents, Fire, Fire Alarms, Maintenance, Protests, Abnormal Deliveries &
- making reports on Microsoft Office Applications.
- Making other reports & Task given by Alba/Bechtel Management as per requirement.
- Giving Briefing & De-Briefing to securities about the procedures before starting and after finishing the duty.
- Keeping the record of Security Attendance, Lost & Found Items Received & Handed Over, Security Equipment's E.T.C.
- Filling the daily reports & other documents into the right file on daily basis.
- Arranging monthly Security Duty Roster & Time sheets.
- Supervision of minimum 33 guards in one shift.
- Attending weekly meetings with clients to discuss the problems and solutions, preparing minutes of meeting and
- sending it to the management.
- Giving induction training to new joining security guards and contractors.
- Received Certificates of Excellent Work as a Supervisor from Alba/ Bechtel.

City Center (Control Room/CCTV Operator)

- Weekly/Monthly Fire Drill, Evacuation, Bomb Threat & Suspicious Package trainings.
- Received Employee of the month & appreciation letter from G4S and City Center

Management.

- Making daily reports of Medical Emergencies, Fights, Accidents, Fire, Fire Alarms, Harassments, Maintenance on
- Microsoft Office Applications.
- Live Reporting to MAF Management on IRO (Incident Reporting Online) software & keeping the management updates.
- Dealing with Management, Customers, Tenants and Contractors.
- Keeping the record of Security Attendance, Lost & Found Items Received & Handed Over, Security Equipment's E.T.C
- Filling the daily report & other documents into the right file on daily basis.
- Arranging monthly Security Duty Roster & Time sheets.
- Making other reports & Task given by City Center Management as per requirement.
- Attending weekly meetings with clients to discuss the problems and solutions, preparing minutes of meeting and sending it to the management.
- Received Certificates of Excellent Work & Employee Of the month as a Controller from CCB & G4S management.

AL SAHWA COMMERCIAL BROOKERS UAE (Sales Representative)

- Travel within sales territory to meet prospects and customers
- Get the sale" using various customer sales methods (door-to-door, cold calling, presentations etc)
- Conduct calls and face-to-face meetings with customers daily
- Build and maintain relationships with new and repeat customers
- Maintain records of all sales leads and/or customer accounts
- Educate customers on how products or services can benefit them financially and professionally
- Sell the company's products or services to customers within your given territory
- Monitor the company's industry competitors, new products, and market conditions to understand a customer's specific needs

Language	Speak	Write	Read
English	Fluent	Good	Good
Urdu	Fluent	Good	Good
Arabic	Beginner	Good	Good

Referees

Mr. Muhammad Saif, Chairman I360SS, Mobile +3941 1673

Mr. Mohammad Ajaj, Managing Director I360SS, Mobile +973 3375 7553

Mr. Bipendra Chhetri, Regional Manager G4S, Mobile number- +973 3996 6409

Mr. Ganesh, Operations Manager G4S, Mobile number- +973 3689 91

Ms., Sumera Yasmeen, HR Manager G4S, Mobile - +973 3832 1248