

# LAKHWINDER SINGH

Al-Quoz Camp no-2 – 28005 (Dubai)

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To become a successful professional individual in a reputed organization with a motivated work culture that seeks an ambitious and career-conscious person where my skills will be utilized the most towards mutual growth and advancement of the organization I work.

## Skill Highlights

- Team Leader.
- Strong organizational skills.
- Problem Solving.
- Computer literate.
- Customer care.
- Surveillance

## Work Experience

**EJADAH Management Solutions LLC (Arkan Security)**

**Jan 2017 to till Present**

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|--|---|---------------------------------|
| - <b>AIN Dubai by Dubai Holding</b>              | : | Senior Supervisor               |
| - <b>EXPO 2020</b>                               | : | Senior Supervisor               |
| - <b>Global Village</b>                          | : | Security Supervisor             |
| - <b>DIAC (Dubai international academy City)</b> | : | CCTV Operator/ Security Officer |

## Job Responsibilities

- Supervise and oversee security functions in an organization.
- Train and schedule programs and functions to security personnel.
- Evaluate, assess and analyze performance of security personnel.
- Initiate disciplinary measures wherever necessary.
- Provide security to office staff, buildings, and properties.
- Keep the premises free from all kinds of dangers.
- Screen visitors before allowing them to enter the premises.
- Maintain all security devices and products in good working condition.
- Develop and implement preventative measures against accidents, thefts, and other risks.
- Ensure compliance of applicable policies and regulations while implementing security measures.
- Conduct After Action Reviews.
- Conduct security operation audits.
- Create training and development plans for security personnel.
- Lead security personnel in security surveillance.
- Plan security operation audits.
- Prevent / Review security risks.
- Review the work performance of security team.

**Airtel India**

**Apr 2014 to Dec 2017**

- **Sr. Executive MIS -Distribution and Sale MIS, (Punjab-BTH)**

## Responsibilities

- Supports MIS and Program management.
- Develop MIS framework in the coordination of Sales & Marketing and Channel Performance.
- Generate MIS reports on Revenues/ARPU's and sharing with the Sales & Marketing Team.
- Collating sales/field reports and analysis of the same.
- AOP Tracking / Analysis and reporting.
- Monitor & review cluster performance with Executives & take corrective actions to achieve targeted RMS & CMS
- Developing presentations for senior management review.
- Close coordination with Cluster & Circle team.
- Adherence to functional processes as per guidelines.
- Ensure timely report compilation and dissemination.
- Monitoring & Auditing of reports & daily MIS

**Reliance Infrastructure Services Pvt. Ltd.**

**May 2011 to Apr 2014**

- **Warehouse Security- Cluster Office, Mohali (Punjab)**

## Role & Responsibilities

In-out entry, stock, staff, and premises of a warehouse are safe and secure. Vehicle movement and in-out loading area, traffic control, Access. Control, Stock in and out, Patrolling, Prevents Losses and damage by reporting irregularities Etc

## Educational Profile

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**Bachelor of Science IT**, Punjab Technical University, Jalandhar

2010-2013

## Computer Literacy

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- Windows Operating System : Microsoft Windows (Windows 95 to Windows 10 )
- Office Tools : MS Office with All Tools ( MS office 97 to MS Office 365)  
(Word, Powerpoint, Excell, Outlook Etc)
- Internet Tools : Well Versed with Social Media / Internet Explorers

## Trainings Attended

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- D.P.S Certificate from Dubai Police Safety and Security System in 2017
- CCTV Operator License form (SIRA) Dubai in 2019
- Security Supervisor License form (SIRA) Dubai in 2019
- Fire & safety training Certificate from Dubai 2021.
- VIP Delegation and Protocol training by Dubai Police Academy

## Achievements

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- Appreciation certificate from Sharjah Police-EXPO2020.
- Appreciation certificate from Dubai Police-EXPO2020.
- Appreciation certificate from EXPO Security Management-EXPO2020.
- Appreciation certificate from Global Village Security Management- 2020.
- Appreciation certificate from Global Village Security Management- 2019.
- Appreciation certificate from Arkan Security Management- 2018.

## Personal Profile

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- Date of Birth : 28th July 1990
- Father Name : Pawan Kumar
- Mother Name : Mena Kumari
- Permanent Address : H. No 342, Village Bhangala, District HOSHIARPUR, Punjab – 146001 (India)
- Sex / Martial Status : Male/Unmarried

## Passport Details

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- Passport No : M6245362
- Date of Issue : 16-Feb-2015
- Date of Expiry : 15-Feb-2025
- Place of Issue : Jalandhar (Punjab) - INDIA
- Visa Status : Employment Visa

## Languages Known

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- English , Hindi & Punjabi

## Hobbies

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- Cricket, Reading & Watching News

I hereby certify that the above mentioned information is true and correct according to the best of my knowledge & my experience

(Lakhwinder Singh)