

VISA STATUS:
Currently, I live
in PAKISTAN
(ASIA).

RAJU SAIF

SECURITY OFFICER

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Currently, I live
in PAKISTAN
(ASIA).



(+92) 313 2147800



rajusaif7777@gmail.com



Karachi, PAKISTAN. (ASIA)

PERSONAL DETAILS

Name: Raju Saif
Gender: Male
Marital status: Married
Nationality: Pakistani Asian
Religion: Islam (Muslim)
C.N.I.C No: 42000-0390469-9

PASSPORT No: AM5984692

(PAKISTANI PASSPORT)

EDUCATION

SECONDARY SCHOOL CERTIFICATE (MATRIC)

(SECONDARY (HIGH) SCHOOL
GRADUATION CERTIFICATE
EQUIVALENT.)

Board Of Secondary Education
Karachi, Pakistan. (Year: 1996)

CERTIFICATIONS

COMPUTER MS OFFICE CERTIFICATE

Institute: Intra-Digit The Professional
Centre for Information Technology.
(Year: 2001)

FIRST AID AND STRESS MANAGEMENT CERTIFICATE

International Criminal Investigative
Training Assistance Program Certificate
Awarded by UNITED STATES
Department Of Justice (Year: 2017)

COVID-19 IMMUNIZATION CERTIFICATE

PROFESSIONAL SUMMARY

An Enthusiastic and physically fit Security Officer with **20 + Years** of experience in crisis management, surveillance, loss, and critical investigations at **Karachi, Sindh Police Government Of Pakistan**. Excellent communicator, thrives in fast-paced environments with a complete set of skills to drive security operations. Possesses excellent self-control and level head in difficult situations, including criminal acts, fires and medical emergencies. Manages security risks with ease and uses sound judgment to quickly resolve problematic situations. This includes protecting sensitive information, ensuring compliance with internal policies, and ensuring safety. Contributed to team success through hard work, and attention to detail. **No, Criminal Record.**

Performs well under pressure and is a **First Aid** and other different Certifications holder. Able to adapt quickly to new environments and comfortable being physically active for entirely extended shifts. Contribute professional and leadership skills to the organization offering an energetic working environment with opportunities for growth or advancement. Experienced testifying in court and assisting officers of the law in their investigations. Calm, trustworthy, and dedicated to achieving security, safety, and peace. Successful in implementing effective security measures, achieving significant safety and security improvements. Trained junior Security person and supervised a group of few Security Constables.

Currently looking for an appropriate opportunity with a reputable employer that rewards hard work and appreciates ability and loyalty, and where I can utilize my skills and experience to contribute to the community and to the Success of The Organization.

SKILLS

- Reliability
- Detail Oriented
- Critical Thinking
- Policy Enforcement
- Attention to detail
- Conflict Resolution
- Initiative & Organized
- Team Player / Collaboration
- Crisis & Stress Management
- Active listening & learning skills
- Safety & Security Management
- Judgement
- Professionalism
- Reporting skills
- Decision Making
- Interpersonal skills
- Security techniques
- Safety management
- Integrity & Patience
- Patrolling & Monitoring
- Emergency management
- Security operations & procedures

Issue: Govt. Of Pakistan (Ministry Of National Health Services) **Certificate: MV1551412391**

COUNTER IMPROVISED EXPLOSIVE DEVICE CERTIFICATE

Federal Bureau Department Of Investigation International Criminal Investigation Training Assistance Program Certificate Awarded By **UNITED STATES** Department Of Justice (Year: 2015)

POST BLAST INVESTIGATION CERTIFICATE

Federal Bureau Department Of Investigation International Criminal Investigation Training Assistance Program Certificate Awarded By **UNITED STATES** Department Of Justice (Year: 2014)

DRIVING LICENSE

Driving License Authority (12 + years of Experience)

Karachi, Sindh Pakistan (ASIA).

Driving License No: 42000-0390469
-9#959

LANGUAGES

- English
- Pashto
- Urdu
- Punjabi
- Hindi

INTERESTS & HOBBIES

- Newspaper Reading
- Helping Others
- Driving
- Social Working
- Travelling
- Watching YouTube
- Cricket Match
- Community Involvement

- Flexibility
- Adaptability
- Negotiation
- Problem-Solving
- Risk Assessment
- Law Enforcement
- Customer Service
- Observational skills
- Safety Compliance
- Teamwork & Leadership
- Manage Multiple Tasks
- Compassion & Infraction
- First Aid & Driver's Licence
- Criminal Record Check
- Prepare and submit Reports
- Honesty & Psychology
- Dependability
- Coordination
- Perceptiveness
- Self Motivated
- Analytical skills
- Theft Prevention
- Surveillance Skills
- Investigation skills
- Safety compliance
- Emotional Control
- Firearms & Persuasion
- Excellent vision and hearing
- Basic computer software skills
- Operate Security Equipments
- Following Complex Instructions
- Physically Fit, Strength & Stamina

PROFESSIONAL EXPERIENCE

KARACHI, SINDH POLICE GOVT. OF PAKISTAN (2003 – Present)

First Rank: Constable 2003 - 2013

Second Rank: Head-Constable 2013 – Present

Third Rank: A S I Officer, in Progress..... (Training Completed)

- Secures premises and personnel by patrolling property & Area monitoring and access points; permitting entry.
- Monitored buildings & Area access and identified all officials and employees before authorizing their entrance and exit.
- Checked employees for proper government IDs and proper stickers on cars.
- Prevents losses and damage by reporting irregularities; informs violators of policy and procedures restraining trespassers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses and obtaining signatures.
- Maintains environment by monitoring and setting building & Areas and equipment controls. Establish work schedules and procedures.
- Maintains the organization's stability and reputation by complying with legal requirements.
- Handled any incidents with professionalism and a calm demeanor.
- Handled security issues and emergency situations appropriately and in a timely manner. Prepare and submit progress and other reports.
- Performed First Aid or CPR when necessary until Medical help arrived.
- Licensed to carry a gun and trained to properly use firearms. Excellent analytical and observational skills.
- Ability to remain calm under pressure. Capable of working flexible schedules.
- Performed individual and team patrol, tactical drills, battle procedures, convoys, antiterrorism duties and other procedures to enforce installation.
- Ensures operation of equipment by completing preventive maintenance and evaluating new equipment and techniques.
- Foot patrol and daily activity report also incident reports and keeping those properties or Areas and public safe and out of harm's way.
- Responded to medical emergencies.
- Observe departing personnel to protect against theft of national properties.

- Confirm identification of all individuals, from drivers and delivery personnel upon entry of the loading dock.
- Maintained accurate and detailed logs of all events that occurred during each shift.
- Delivered accurate verbal and written reports to Security Department.
- Verified each individual's right to enter restricted areas and denied access to unauthorized persons.
- Protected government employees and government property from harm and from possible terrorist attacks.
- Foot and vehicle patrolled the compound site and a residential living quarter for Military Officers, Admiral, General and Commanders.
- Monitored and investigated suspicious persons, situations and unusual activities. Patrol sites on foot and monitor areas remotely.
- Provided assistance to outside police agencies during vehicle accidents.
- Conducted continual training on firearms, use of force, handcuffing, responding to emergencies, report writing, and diffusing situations.
- Wrote reports on arrests made, activities performed and unusual incidents observed.
- Performed armed security, patrol, and surveillance of **Railway Station** assets on the Field access points ensuring their safety.
- Provided access control, **traffic control** and conduct walking and motorized armed security functions.
- Maintained physical agility requirements and weapons qualifications standards of a Security Police Officer.
- Conducts preliminary investigations on incidents occurring at the facility and document all investigative activities and facts through the completion reports.
- Experienced in providing advice and assistance to Security management in the area of Public Safety & protective force operations.
- Responded to a variety of calls, secured and safeguard crime scenes, and perform crowd control as required.
- Operate detecting devices to screen individuals and prevent the passage of prohibited articles into restricted areas.
- Gather information in investigations by interviewing and obtaining the statements of all participants and witnesses.
- Reduce the results of those investigations into written form so as to clearly and accurately reflect the information obtained.
- Adapt to handling emergency situations effectively; medical emergencies, accidents, and other threats. Adapted easily to changing circumstances, policies, and conditions.
- Patrol sites on foot, by vehicle or with bikes to provide visible deterrence to incidents to incidents and respond quickly to disturbances.
- Reviewed CCTV and addressed safety concerns by appropriately Participated inactive loss prevention and conflict resolution when necessary. Ability to complete tasks thoroughly and in a timely matter. Monitor CCTV footage for signs of suspicious behavior.
- Responsible for equipment assigned. Maintained uniform and grooming standard Organization policies.

VOLUNTEER EXPERIENCE

FOOD PANTRY and VOLUNTEER FOOD SERVER

Jamia Ghousia Tufailia , Sylani Trusts Karachi, (Different Times, Free or Part Time)

- Received, sorted, and prepared food donations for distribution. Assisted in carrying donations into the building.
- Organized resources, keep order in public spaces, and assist clients with their needs.
- Welcome clients and donors upon arrival. Registered each resident who visits the pantry. Distributed food items to individuals accessing the food support program. Monitored public areas for cleanliness and order. Prepared food bags for distribution to clients.
- Helped clients carry items out of the food pantry when they are unable to do it themselves. Assisted in running the food pantry for the homeless.
- Assisted to feed the homeless and hungry by picking up, unloading, and bagging food packages to give out at the location.
- Volunteered in the sorting room inspecting, sorting, stocking, and organizing donations. Took count of what is in stock, shelves and refrigerators with fresh products. Ensured that the refrigerators and freezers are maintained and kept in clean working condition.

CARE ASSISTANT / PATIENTS GENERAL CARE / SUPPORT WORKER / RECOVERY ASSISTANT / COMMUNITY WORKER / RESIDENTIAL / DOMESTIC / HOME / FAMILY SUPPORT WORKER / HOMELESS SUPPORT / SOCIAL WORKER

(Elderly / Children / Mental Health / Disabled Patients)

Jamia Ghousia Tufailia , Edhi Trusts Karachi, (Different Times, Free or Part Time)

- Cared depends on the needs of the client. Have given clients a sense of self-worth and dignity. Supported them by providing housekeeping, laundry services; shopping for food and other household requirements.
- Ensured that all policies for the department were implemented toward providing appropriate care.
- Continued to provide professionalism at all times and care and support clients to a
- High standard and ability. Punctual hardworking and honest Skills Used All care and support skills as indicated.
- Observed and facilitated safe environments for children of small ages.
- Recognized and treated injuries of the children and reported those injuries to the parents and day-care supervisor.

- Escorts children to designated activities to attend to their physical needs of the children. Supervised children's play, & maintained their physical safety at all times. Work as a member of a co-operative team in order to provide an appropriate educational program for the children within the service.
- Maintain a safe, positive atmosphere, teaching personal hygiene habits, diet, and general preventative health care.
- Briefly summarized issues of the day to each parent regarding their child at the time of pick-up. Motivate children for daily life activities.
- Improved the quality of their lives by being empowered to make choices about the supports and services that will meet their long-term care needs.
- Worked in partnership with local communities and private providers to assist people who have developmental disabilities and their families.
- Developed the day-to-day operations of the agency and developed protocols for the terms and condition of the agency.
- Serviced a resident with mobility problems and other physical disabilities, including incontinence, and helped with the use of personal equipment.
- Promoted mental and physical activity with a resident by talking to them, taking them out, and sharing with them in activities.
- Set tables and trays, serve meals, feed service users who need help, wash up, tidy and clear away.
- Worked as a care worker for the Handicapped. Worked with them on their living and social skills. Directed care works with every aspect of their daily lives.
- Required to escort them and plan activities, and doctor visits.
- Prompted residents to their goals and duties.
- Enjoyed job because it gives the opportunity to develop and practice skills haven't exercised at other jobs.
- Helped them understand and get ready so that one day they can do it all on their own.
- Engaged clients in physical and mental exercises prescribed by their doctors. Engaged wards in outdoor activities such as walking. Arranged medicines to be taken on schedule. Ensure hygiene standards.
- Monitored patients' conditions by observing physical and mental states and intake and output. Took on the general responsibilities of their everyday needs.
- Able to learn how to stay calm during critical situations.
- Needed companionship and others need more hands-on care.
- Provided a quality of life while ensuring they have a safe environment when a family is unable to help. Consulted with doctors when needed. They feel like less of a burden to their family members.
- Responsible for supervising and caring for an elder person. Escorted them when they wanted to get out. Helped anyway could to make their life at home easier. Ensured their safety at all times, making sure no falls.
- Counselling clients and/or their families to facilitate achieving service plan goals, developing life skills, and/or mitigating inappropriate behaviour.
- Organizational, social, and emotional support for clients living independently in the community.
- Trained in FIRST AID and manual handling. Skills such as listening, supporting, and dealing with challenging behaviours. Learned to communicate with different individuals who are hard at hearing.