

Awais Khan

Experienced, competent and hardworking professional with excellent organizational skills

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-9 years of professional experience BaseCamp Data Solutions, PK. which is a well-known IT and Software Development Firm working on offshore projects.

- Proficient in areas such as; Data Analysis, Team Management, Training

- Possess the skill to hire, mentor, train, and manage high-performance teams and constantly challenge team members to reach higher standards.

EDUCATION

University of Sindh Jamshoro

OCT 2011

Bachelor of Commerce

Board of Intermediate and Secondary Education, Hyderabad.

2009

HSC (Intermediate)

Board of Intermediate and Secondary Education, Hyderabad.

2007

SSC (Matriculation)

CERTIFICATIONS

Diploma in Computer and Business Skills

2013

Khana-e-Farhang Iran hyderabad

DETAILED PROFESSIONAL EXPERIENCE HISTORY

Dawlance Group of Companies

Feb 2011 to Jul 2014 (2 YEARS)

Warehouse Supervisor

1. Team Leadership: Supervise warehouse staff, provide guidance, and foster teamwork.
2. Inventory Management: Monitor and maintain accurate inventory levels, coordinate stock replenishment, and implement control measures.
3. Warehouse Operations: Plan and prioritize activities, ensure efficient receiving, storing, and shipping, and optimize workflow.
4. Safety and Compliance: Enforce safety regulations, conduct inspections, and ensure legal compliance.
5. Documentation and Reporting: Maintain accurate records, prepare reports on key performance indicators, and provide updates to management.

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Agust 2014 -SEPT 2017 (2 YEARS)

CCTV Operator

Monitoring and Auditing the activities captured on the Clients' cameras and timely updating the regular reports

Report Suspicious and compliance-related activities

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OCT 2017 - OCT 2019 (2 YEARS)

Q/A Reviewer

Distribute the monitoring work among the team of CCTV operators and make sure to meet the SLA as per client requirements.

Train the newly hire CCTV operators.

Evaluate the Performance of CCTV Operators.

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Nov 2019 -May 2021 (2 YEARS)

CCTV Auditor

Instructing individuals on how to respond to incidents captured on CCTV, such as theft, vandalism, or safety breaches. Educating them on proper incident documentation and reporting procedures

TOOLS EXPERIENCE

MS Office (Word, Powerpoint, Excel)
Team Management
Data Analytics

PERSONAL SKILLS

Excellent command of writing, reading & speaking.
A quick learner.
Admirable documentation, communication, and interpersonal skills.
Having a flexible approach and a 'can do' attitude.
Ability to adapt and learn new technologies on the job
Highly motivated and organized.
Able to explain technical data to non-technical colleagues.
Ability to liaise effectively and professionally with individuals at all levels.