

# MOHAMMAD HARIS KHAN

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## SUMMARY

A Student with valid Security Guard license looking for the part-time job for the position of Security Guard. Devoted to work and ready to take all the responsibilities. Contain experience in the field of security and capable to do different kind of jobs. Hardworking in nature and have the admiration towards the job.

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## EDUCATION

**Advanced Project Management, Postgraduate Diploma, [2020-Present]**

Lambton College, Toronto, Canada

**Bachelor Of Architecture, [2014-2019]**

Jamia Millia Islamia University, Delhi, India

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## SKILLS

CPR Trained	Critical Thinking & Time Management
Computer Knowledge	Creativity & Teamwork
Patrolling	Bilingual in English, Hindi & Urdu
Microsoft Office	Strong Communication Skills
Report Making and Logbooks	Negotiations & Problem Solving

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## WORK HISTORY

**Security Officer, Safety First Security Services, (Part time), Toronto, Ontario**

July 2021- Present

Working as security officer for several sites of Preston Living's Condominium.

Worked with City of Toronto at Vaccination sites.

Maintaining site reports and logbooks.

Communicate with the residences daily and sustain the safety of site.

Report any incident on sites and follow the orders of supervisors.

**Cook, Church's Texas Chicken, (Part time), Toronto, Ontario**

May 2021- October 2021

Managing the kitchen individually and preparing different types of chicken dishes.

Coordination with Cashiers and Crew members to fulfil the needs as per orders.

Check the quality of chickens, vegetables, batters, and marinades.

Manage weekly inventory of the supply for the kitchen.

**Project Architect/Coordinator, Suresh Goel and Associates, Delhi, India**

July 2019- July 2020

Design Consultant and Coordinator for projects like Guru Gobind Singh Hospital, Remodelling of Deep Chand Bandhu Hospital and Karnataka Judicial Academy.

Set-up of project reporting procedures (cost reports, file logs, submittal logs, change logs, etc.) and Updating logs (Submittal & Shop Drawings, RFIs, Change Order, Supplementary Instructions, Contact list).

Monitored operations, prepared estimations, and managed schedule with vendors.

Assist the Project Manager in developing and monitoring the schedule and budget.

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**EXTRA  
CURRICULAR  
ACTIVITIES**

**COMPETITIONS**

Evolo- 2018: International Skyscraper design competition (Participation)

Industrial design trophy 2017-18: Annual NASA convention (shortlisted)

Facade design competition for hotel at Spar Design Studio 2018 (won 1st prize with cash money 5000 Rs)

**LICENSES AND CERTIFICATION**

Security Guard License

CPR Certificate