



# RAHUL SINGH NEGI

SECURITY ADMINISTRATOR

## CONTACT

+971 55 428 3857

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Dubai, UAE

## EDUCATION

2023 - 2023

### SAVE FAST TRAINING ACADEMY

Diploma in fundamentals of

- caregiver & Nursing Assistant

2019- 2022

### SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Bachelor of Arts

## SKILLS

- Leadership
- Teamwork
- Time Management
- Customer Service

## Expertise

- Microsoft Excel
- Microsoft Outlook
- Mailing
- Data Management

## LANGUAGES

English  
Hindi  
Punjabi

## PROFILE

Dedicated professional with over 2 years of experience in administration and security operations across reputed organizations in Dubai. Skilled in handling access control, daily operations, data management, and compliance procedures. Strong ability to coordinate with teams, manage documentation, and ensure safety protocols. Committed to delivering efficient and reliable support in both office and field environments

## WORK EXPERIENCE

### Ejadah Asset Management L.L.C ARKAN Security Management Solution - UAE

#### Security Administrator (2023 - Present)

- Ensuring compliance with security policies and reporting incidents.
- Managed data entry, documentation, and daily office operations.
- Ensured smooth daily operations and maintained record systems.
- Supported inter-departmental communication serve.

#### Administrator Various location in Dubai

- Al Khail Gate Community (Dubai Holding)-
- Wild Wadi Waterpark (Jumeirah)
- AIN DUBAI (Currently Working)

#### Dr. Sachin Mittal Clinic

#### Clinic Administrator

- Managed daily operations of the clinic, ensuring efficient patient flow and staff coordination.
- Supervised healthcare professionals and administrative staff.
- Maintained compliance with healthcare regulations and accreditation requirements.
- Handled patient records, billing, and insurance claims.