



# HURRAIRAH RIZWAN

CCTV Operator & Access Control Operator

## Contact

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## Skills

- Team Leadership (Up to 30 Staff)
- CCTV Monitoring & Control Room Operations
- March Command Client (NVR-Based CCTV Software)
- DSS (Digital Security Surveillance) Software
- Lenel OnGuard / Lenel S2 Access Control System
- Incident Management & Reporting
- Customer Service Handling Security Operations
- Basic Computer Skills

## Languages

English  
Urdu

## Summary

Security Professional with over 4 years of total experience, including 3 years as Senior Security Officer / Site Supervisor and more than 1 year as CCTV and Access Control Operator in a corporate banking environment. Experienced in managing security teams of up to 30 personnel, operating advanced surveillance and access control systems, handling incidents, and managing retail security operations. Strong leadership, communication, and customer service skills with commitment to safety and professionalism.

## Work Experience

**Access Control and CCTV operator** February 2025 – Present  
Qatar National Bank (QNB) – Through International Security Consultancy (ISC)

Monitor CCTV systems at Head Office branch  
Operate March Command Client (NVR-based CCTV system)  
Manage Lenel OnGuard / Lenel S2 Access Control System  
Control and manage access permissions  
Incident reporting and documentation  
Coordinate with security team and management  
Ensure compliance with security procedures

**Senior Security Officer / Site Supervisor (Dual Role: CCTV Operator)** September 2022 – February 2025  
Intiaz Super Market

Supervised and managed security team of up to 30 personnel  
Prepared duty rosters and shift schedules  
Managed staff performance and discipline  
Operated CCTV system using DSS (Digital Security Surveillance) Software  
Handled incident reporting and escalation  
Managed retail customer service operations  
Ensured safety and security standards compliance

## Projects

**CCTV Camera operating** February 2025 – Present  
Monitor CCTV systems at Head Office branch  
Operate March Command Client (NVR-based CCTV system)  
Incident reporting and documentation  
Coordinate with security team and management  
Ensure compliance with security procedures

**Access control operating** February 2025 – Present  
Manage Lenel OnGuard / Lenel S2 Access Control System  
Control and manage access permissions  
Incident reporting and documentation  
Coordinate with security team and management  
Ensure compliance with security procedures

## Education

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Intermediate (FSC – Part I)

2020 – 2021

BISE Rawalpindi

A

Completed Part 1 only

## Certifications & Awards

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Personal safety and security certificate

28 February 2026

DisasterReady.org

Completed a comprehensive training program covering key principles of personal safety, risk awareness, and security preparedness. Topics included assessing safety risks, managing personal security in challenging environments, emergency response planning, and practical strategies to protect oneself and others. Successfully completed all required coursework and final assessment to earn the certificate.

First Aid & CPR Certification

28 February 2026

British health foundation

Completed certified training in CPR, AED operation, and emergency first aid. Skilled in providing immediate assistance during workplace incidents and supporting safety procedures in security environments.

Soft Skills Training Certificate

10 October 2025

Government of Pakistan

This certificate demonstrates successful completion of training in essential workplace soft skills, including communication, teamwork, leadership, problem-solving, time management, adaptability, and professional behavior. The course focused on developing interpersonal skills, emotional intelligence, conflict resolution, and effective collaboration in a professional environment. The training helps improve workplace performance, productivity, and career growth.