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Education

Bachelor of Arts (2007). *St. Thomas University, CANADA*
Majors: Criminology and Criminal Justice, Religious Studies
Minor: Science and Technology Studies

Computer Skills

Languages: Java, HTML, JavaScript.
Operating System: MS-DOS, Windows 95/98/ME/2000/XP.
Office Applications: Microsoft Office 2000/XP/2003, COREL Suite, Adobe Photoshop.
Internet Applications: Microsoft Front Page, Netscape Composer, DreamWeaver, Internet Explorer, E-Mail, Netscape Communicator, FTP, FTP Server.
Others: Software installation; TCP/IP; Networking; Hardware assembly and installation; Troubleshooting; Routers, hubs, switches and printers installation.

Work Experience

- **Date:** May'08 ~ Present **Position:** Security Officer/Guard.
Employer: Irving Industrial Security Limited, Saint John, NB, Canada

Responsibilities: Control access to establishments and direct visitors to appropriate areas; patrol assigned areas; enforce the site rules and policies; monitor surveillance cameras; respond to alarms and other emergencies; write reports; ensure that establishment safety and emergency procedures are followed.

- **Date:** May'07 ~ Present **Position:** Security Officer/Guard and Retail Loss Prevention Officer.
Employer: Admiral Investigations Atlantic Inc., Fredericton, NB, Canada

Responsibilities: Respond to safety and security incidents; provide first aid; contact and relay pertinent information to the police, fire and ambulance officials; arrest and/or ban minors, juveniles and adults; search for and locate lost and suspicious persons; conduct inspections to ensure safety, security and compliance; assist tenants and customers with general inquiries; issue warnings and parking tag; operate the lost and found systems; prevent and detect shoplifting and theft in retail establishments.

- **Date:** May'07 ~ Nov'08 **Position:** Security Officer/Guard.
Employer: Canadian Corps of Commissionaires, Fredericton, NB, Canada

Responsibilities: Patrol assigned areas to detect and/or prevent thefts, vandalism and fire; enforce regulations of establishments; check age identification of patrons; resolve conflict situations; maintain order; monitor security television; use telecommunications (i.e. two-way radio, cell phone, pager); write reports; follow radio and emergency telephone procedures; respond to alarms and other emergencies.

- **Date:** May'04 ~ Dec' 07 **Positions:** Research Assistant, Translator and Interpreter.
Employer: Fredericton Police Force, Fredericton, NB, Canada

Responsibilities as Research Assistant (Sep'07 ~ Dec' 07): Provide insight into changes and redesign current and future use of the Fredericton Police Force (FPF) internal crime bulletin; design and develop brochures on traffic and general Police information for new comers to Fredericton, NB; assist FPF research and planning unit to conduct crime analysis; research the issues of diversity strategies within Police department.

Responsibilities as Translator and Interpreter: Translate a variety of written material from Bengali to English and English to Bengali; interpret oral communication; provide interpretation services at the City Police Station.

- **Date:** Oct'99 ~ Sep'07 **Positions:** Chief, Assistant Chief, Supervisor, Campus Police Officer.
Employer: STU Campus Police (STU CP), St. Thomas University, Fredericton, NB, Canada.

Started as a Campus Police Officer in October 1999; promoted to Supervisor in September 2003; accepted Assistant Chief Position in May 2004; accepted Chief position in June 2005.

Responsibilities as Chief:

- Act as spokesperson and representative of the STU CP and be responsible for the day-to-day organization and administration of the STU CP.
- Appoint new members and assure that all members of the STU CP are familiar with their respective duties and rules.
- Prepare and submit the data necessary for the preparation of invoices for billable activities.
- Delegate responsibilities and authority to the Assistant Chief, Supervisors and/or all members of the STU CP.
- Prepare and submit written reports indicating the STU CP activities
- Maintain website (<http://people.stu.ca/~cp/>) for the STU CP.

Responsibilities as Assistant Chief:

- Assist the STU CP Chief in organization, administration, screening of applicants, and any other pertinent and secondary functions necessary in operating the STU CP.
- Supervise functions requiring STU CP members, prepare and submit applications of payment of these services.
- Act as a representative for the STU CP Chief in his/her absence.
- Prepare and maintain reports on the active body of the STU CP, event occurrences, and any other pertinent information.
- Maintain website (<http://people.stu.ca/~cp/>) for the STU CP.

Responsibilities as Supervisor: Supervise STU CP members; enforce regulations concerning student conduct as set down in the Statement of Conduct by the Board of Governors and the Students' Union; maintain website for the STU CP.

Responsibilities as Campus Police Officer: Provide security to students, faculty/staff on-campus; maintain security at campus events; ensure a safe and pleasing environment for STU students, faculty/staff, visitors; design and maintain website (<http://people.stu.ca/~cp/>) for the STU CP.

- **Date:** Sep'00 ~ April'06 **Positions:** Technician, Lab Manager, Lab Assistant.
Employer: Information Technology Services (ITS), St. Thomas University, Fredericton, NB

Started as a Lab Assistant in September 2000; promoted to Lab Manager in May 2001; accepted Technician position in May 2002.

Responsibilities as Technician: Repair computers on campus with a variety of software and hardware related problems; install the Novel Network Client on the faculty, staff, and student lab computers; assist in the area of problem solving to help better the service of the University computers.

Responsibilities as Lab Manager: Verify lab assistants' hours; calculate payroll; process lab booking; plan and generate lab assistants' schedules; supervise and assemble new computers for faculty, staff and lab rooms; help other lab assistants; maintain web pages for the students and lab assistants.

Responsibilities as Lab Assistant: Help students with their computer work; assist students with programs such as email, WordPerfect, Quattro Pro, and Netscape as well as problems they might encounter with their accounts; help students with the scanner; keep track of students' print credits; PC trouble shooting.

Awards

- **Merit Award**, STU Campus Police, St. Thomas University, Fredericton, NB, 2002, 2004, 2005.
- **CHSR Best Favorite Show**, CHSR 97.9 FM Radio, Fredericton, NB, 2001, 2002, 2003.
- **Best Host**, CHSR 97.9 FM Radio, Fredericton, NB, 2002.
- **President's International Award**, St. Thomas University, Fredericton, NB, 1998.
- **Best Cadet Award** (1995) and **Marksmanship** (1995, 1996) BNCC (Navy), Bangladesh.

Volunteer Work

- Victim Witness Section, **Saint John Police Force**, Saint John, NB.
- Personal Disaster Assistance Team (PDAT) member with **Canadian Red Cross**, Fredericton, NB.
- Level-1 searcher with **York Sunbury Search & Rescue (YSSR)**, Fredericton, NB.

Certifications, Special Training and Licenses

- **Breath Alcohol Technician (BAT)** – Industrial Security, J.D. Irving, Limited.
- **Workplace Standard First Aid with CPR Level “C” & AED**, valid till March 2014.
- **Basic Emergency Management (BEM)** – New Brunswick Emergency Measures Organization (NB EMO).
- **Cadillac Fairview Corporation Limited:**
 - Stress Management.
 - Fire Extinguishers.
 - Serve and Secure, Security Officer Training Program.
 - Workplace Hazardous Materials Information System (WHMIS).
- **Canadian Red Cross:**
 - Providing Relief Assistance to Clients.
 - Introduction to Disaster Services.
- **Networking and Negotiation** - Multicultural Association of Fredericton Inc., Fredericton, NB.
- **Death Notification** – Victim/Witness Section, Fredericton Police Force, Fredericton, NB.
- Canadian **Restricted** and **Non-Restricted** Firearms Safety Course.
- **Tactical Communication** – Fredericton Police Force, Fredericton, NB.
- **Communication Skills and Verbal Judo** - UNB Security, Fredericton, NB.
- **Canadian Academy of Law Enforcement & Security Inc. (CALES):**
 - Monadnock Expandable Baton (MEB)
 - Violent Encounters Resolutions [L1].
 - Mini Baton.
 - Basic Handcuffing for Law Enforcement.
 - PR-24 Police Baton.
 - PPCT (Pressure Point Control Tactics)
 - Compliance and Control Holds.
 - Spontaneous Knife Defense.
- **Agent License** (New Brunswick Provincial Private Security Officer/Guard).
- **York Sunbury Search & Rescue (YSSR):**
 - Level One Searcher.
 - Map and Compass.
 - Multi-team practice search.
 - Mock Fire rescue and evacuation.
 - Critical Incident Stress.
 - Radio Communication.
 - Evidence search.
 - Search dog.
 - Global Positioning System (GPS).
 - Helicopter Safety.
- **Traffic Control and Signaler** - NB Safety Council Inc., Fredericton, NB.
- **Youth Exchange Program (YEP) and Team Training** - India Army, New Delhi, India.

Languages

- **English** (Read, Write, Speak)
- **Hindi** (Speak)
- **Bengali** (Read, Write, Speak).

References

- **Stephen Moss**
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- **Mohammad Nasir**
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- **Peter Pacey**
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- **Fred H. Wallace**
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