

Adebayo.**235585@2freemail.com**

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**CAREER OBJECTIVE:**

Seeking for an employment in your company and looking forward for substantial responsibility were my past and present experience would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer will give me career advancement opportunity.

**SPECIAL ATTRIBUTES:**

* Exceptional leadership qualities concerning team initiatives and ability to work under pressure at any situation.
* Ability to leverage skills and capabilities to participate in customer service and sales activities.
* Proven success leading development efforts, expanding customer base, and increasing revenue potential within an organizations.

**PROFESSIONAL QUALIFICATION:**

* *Certified from department of protective system Dubai Police Headquater*
* *Certified from CCTV training school Nigeria*

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**EDUCATIONAL QUALIFICATIONS:**

* *Certified from High Tower College Benin city Nigeria*
* EMPLOYMENT HISTORY:
* Presently working with Al Jaber Coin Security Group (November 2010 till Present) Dubai UAE AS AN ADMIN SECURITY UNDER DUBAI MUNICIPALITY
* Patrolled commercial premises to prevent and detect signs of intrusion and ensured security of doors, windows and gates
* Performed clerical work by preparing records, filling and sending daily report to security service supervisor
* Work as receptionist at the municipality building
* Working as admin at the municipality park

* **Worked with lavender property LTD Nigeria(May 2008 – Mar 2009)**

**Position**🡺 **Receptionist**

**Job Profile**🡺

* Receiving calls and entry all the information received from the customers and forwarding it to the management for proper attention.
* Provided excellent customer service by welcoming guest and directing them to their desired places or office of appointment.
* **Worked with Act intrum LTD ( 2005 – 2006)**

**Position**🡺 **Admin**

* Answered telephone calls to take messages, answered questions, and provide information during business hours .
* Monitored and communicate with employees in other to ensure compliance with the company procedure and regulatory.
* Management and maintaining the company property and giving records of all the property maintained
* **Other experience :**

**Have worked with JBSL mortgage bankers as a marketer 2009| -- 2010**

**COMPUTER SKILLS:**

MS Windows - 98/NT, MS Word, MS Excel, Power Point, MS-Outlook, etc.

**PERSONAL DETAILS:**

Date of Birth : 18 OCT, 1983

Nationality : Nigeria W/Africa

Gender : Male

Visa Status : residence visa

Marital Status : Single

Language Known : English.