**Gulfjobseeker.com CV No:** **1442652**

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To obtain a challenging position in the field of Security Officer who is committed to comply to the highest work place standards in terms of attendance, health and safety, and conduct towards the public. And to maintains safe and secure environment for customers and employees by patrolling and monitoring premises and personnel.

**WORK EXPERIENCE:**

**SECURITY OFFICER**

**VIRGO SECURITY AGENCY - SM MEGAMALL, ORTIGAS PHILIPPINES**

*March 2010 - March 2015*

*DUTIES & RESPONSIBILITIES*

* Performed regular patrols of mall premises.
* Assisted guests in all queries and ensured timely resolution.
* Conducted security checks and inspecting malls entrances and exits.
* Coordinated badge access control and parking permits for staff & visitors.
* Responding to emergencies.
* Responded quickly to all incidents of theft, fire, sabotage or unauthorized entry.
* Locked and unlocked doors according to schedule
* Having a highly visible presence on the premises
* Controls traffic by directing drivers
* Obtains help by sounding alarms
* Facilitated and ensured the safety of visitors and employees in the event of an emergency evacuation.
* Contacting the police, authorities and other emergency services when necessary.

**SECURITY OFFICER**

**JAGUAR SECURITY AGENCY -**  **OFFICE BUILDING/WAREHOUSES**

*March 2006- January 2010*

 *DUTIES & RESPONSIBILITIES*

* Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
* Providing assistance and guidance to managers, visitors and general staff.
* Contacting the police, authorities and other emergency services when necessary.
* Performing any light maintenance work that may be required.
* Monitored entrances and exits of the building.
* Warning violators of rule infractions, such as loitering, smoking.
* Issuing parking violation citations
* Investigating incidents and preparing written reports with the details of the incident.
* Checking emergency call boxes, staff radios, security lighting and alarms to ensure they are working correctly.
* Having a highly visible presence on the premises.
* Controls traffic by directing drivers.
* Obtains help by sounding alarms.
* Maintains environment by monitoring and setting building and equipment controls.

**LIFEGUARD**

**Paradise Hotel Resort - Bulacan Philippines**

*June 2001 - January 2006*

*DUTIES & RESPONSIBILITIES*

* Supervise swimmers to ensure that they are swimming within the safety protocols
* Spot hazards or potential hazards and take measures to prevent accidents
* Teach swimming techniques and safety education to new swimmers
* Ensure appropriate headcount of people involved in a watersport on an hourly basis
* Ensure that all pool equipment is stored safely and that any lost items are kept in a safe place
* Call out warnings to people who may have ventured too far or are in imminent danger
* Provide safety information to people in a water sport
* Control and report unruly behavior and evict individuals not adhering to behavior protocols
* Ensure that water sports such as beach volleyball and surfing is done within the parameters of set rules and regulation
* Perform rescues in the event of drowning or swimming accidents
* Perform first aid and CPR according to the demands of adverse situations
* Perform pool chemical checks to ensure safety and hygiene
* Maintain accurate records of pool use and chemical levels
* Maintain continuous surveillance of people in swimming pools, lakes and oceans

**ROOM ATTENDANT/ HOUSEKEEPING**

**The Manila Peninsula Hotel - Makati**

*January 1994 -March 2001*

*DUTIES & RESPONSIBILITIES*

* Enters and prepares the room for cleaning.
* Replenishes guestroom and bath supplies.
* Vacuum and wash carpets and rugs
* Cleans the room and furniture.
* Cleans the bathroom.
* Cleans the closet.
* Makes bed.
* Empty wastepaper baskets and ashtrays
* Transport trash to waste disposal equipment
* Replenish bathroom and mini bar supplies
* Checks and secures the rooms.
* Replenish amenities according to the operational standards.
* Deliver and retrieve items on loan to guests e.g. iron and ironing boards
* Ensure security of guest rooms and privacy of guests
* Responsible for the Hotel property in the work area.
* Attends to guest calls, guest requests /guest complaints in the area assigned to him.
* Responsible for following the standard operating procedures.

**QUALIFICATIONS/ EDUCATION**

**AUTO & DIESEL MECHANIC**

LORRAINE TECHNICAL INSTITUTE- 1992

**SPECIAL SKILLS**

* Able to work in a rotating shift
* Polite and courteous demeanor
* Excellent communication skills both oral and written
* Fast learner, able to work under pressure, trustworthy
* Ability to mingle in any kinds of races