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**Applied for Security Guard**

**OBJECTIVE:**

A well groomed and assertive individual who has all of the physical and mental capabilities necessary to properly carry out the duties and responsibilities of a professional Security Guard. I have extensive experience of guarding property, assets and people, and someone who will always give members of the public helpful assistance, advice, guidance and information. Right now i would like to work for a company that offers a competitive compensation package, comprehensive benefits, & opportunities for career advancement.

* **PROFESSIONAL EXPERIENCE:**

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|  | **Company** | **Designation** | **Years** |
| Zime’s security (pvt) Ltd,  Pakistan | Security guard | Mar, 2009  to  Jun, 2014 |

**Responsibilities**

* Conducted security checks and inspecting building entrances and exits.
* Responded quickly to all incidents of theft, fire, sabotage or unauthorized entry.
* Facilitated and ensured the safety of visitors and employees in the event of an emergency evacuation.
* Locked and unlocked doors according to schedule.
* Monitored entrances and exits.
* Coordinated badge access control and parking permits for staff & visitors.
* Made sure that all visitors signed in and out
* Creating a safe and comfortable working environment for employees and visitors.
* Responding to emergency situations as they arise.
* Accurately reporting all incidents to senior managers.
* Monitoring and operating CCTV cameras and other recording systems.
* Checking and validating business visitor credentials.
* Controlling the entry and exit of vehicles.
* Making sure that no unauthorized personnel enter restricted areas.
* Answering queries from visitors to the shopping centre.
* Issuing warnings to owners of illegally parked vehicles.
* Accurately updating administrative records and sheets.
* Carrying out inspections of stores and the car park.

**EDUCATION:**

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| **S. No.** | **Certificate** | **Name of Institute** | **Passing**  **Year** |
| 1 | Matriculation | Pakistan Adventist seminary | 2000 |
| 2 | Intermediate | Intermediate Lahore board, | 2002 |
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**Computer SKILLS:**

* File management.
* Internet Use
* Microsoft Word and PowerPoint

**Languages:**

* English
* Punjabi
* Urdu
* Hindi

**Personal Information**

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| Marital status | Married |
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| Date of birth | July27,1980 |
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