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 **Gulfjobseeker.com CV No: 27990**

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**PERSONAL DETAILS**

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| --- | --- |
| Date of Birth           | 06 November, 1980 |
| Place of birth  | Mumbai, India |
| Gender                         | Male |
| Marital Status             | Married |
| Nationality  | Indian |
| Religion  | Hindu |
| Languages Known      | English, Hindi, Telugu and Marathi |

**CAREER OBJECTIVE**

Right now I want to join an ambitious company that is looking to recruit a Security Guard, who has the bags of enthusiasm and motivation needed to ensure the highest levels of safety and security.

**ACADEMIC/ ADDITIONAL QUALIFICATIONS:**

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| --- | --- | --- | --- |
| Class | School | University | year |
| 8th grade pass | G.K.Marg school  | Mumbai | 1993-1994 |

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**COMPUTERS**

Know basics in computer knowledge

**PERSONAL SUMMARY**

A highly experienced Security Guard who is committed to complying to the highest work place standards in terms of attendance, health and safety, and conduct towards the public. I am more than able to respond effectively to medical situations, and fire emergencies, as well as bomb threats. I have a comprehensive working knowledge of all Security Guard orders and duties, and am physically fit enough for the same and have the ability to grasp things.

**CAREER HISTORY**

**1) Leach and Weborney Co. Ltd**

 Designation: Laundry attendant and car mechanic

 Duration: 1995-1998

**Duties**:

• Cleaned and ironed linens and uniforms
• Collected dirty towels from locker rooms and pool area and bring to laundry
• Maintained and stocked chemicals in laundry room
• Provided clean towels to locker rooms
• Prepared and distributed towels, linens, and rags to different departments
• Arranged and maintained a sanitary hallway and area outside of the laundry rooms
• Ironed all table cloth and other particular linens by hand and maintained exact inventory of all towels
• Inspected all laundry and linens to make sure quality presentation

* also did car mechanical works when required

**2) Lokhandwala Building:**

Designation: Security

Duration: 1999- 2006

Was responsible for providing protection for the physical assets of the building as well as the safety and security of its residents.

**Duties:**

• Conducted security checks and inspecting building entrances and exits.

• Responded quickly to all incidents of theft, fire, damage or unauthorized entry.

• Facilitated and ensured the safety of residents in the event of an emergency evacuation.

• Locked and unlocked doors according to schedule.

• Monitored entrances and exits.

• Made sure that all new visitors in the building are signed in and out.

• Made sure that car parking is managed properly.

• Also helped in other situations when required.

**3) WORK EXPERIENCE IN DRIVING**

**LOKHANDWALA BUILDERS**

Duration: 2006-2008

**PRIVATE HOUSE DRIVING:**

Duration: 2008 To 2009

**DRIVING OF HEAVY VEHICLES (water tanker, dumper, goods vehicles)**

Duration: 2009 To 2012

**DRIVING OF OWN CAR FOR TOURS SERVICE**

Duration**:** 2012 To till date

**KEY COMPETENCIES AND SKILLS**

**Security:**

• Violation and hazard detection.

• Dealing with the exclusion of prohibited articles and/or contraband.

• Ability to select an effective course of action appropriate to any current situation while following company procedures.

• Can work outdoors in adverse weather conditions.

• Mediating in conflict situations.

• Warning people in a professional manner of rule infractions or violations.

• Dealing with unruly people in a diplomatic way.

**Professional**:

• Ability to maintain composure when exposed to stress.

• Neat and professional appearance.

• Outstanding customer service skills and focus.

• Able to memorize different faces.

• Strong work ethic; self-starter; results orientated.

• Able to handle sensitive and confidential situations.

• Operating complex and standard office equipment.

• Providing direction and guidance to staff on security issues.

**Personal**:

• Acting with the highest ethical standards, and always treating others fairly & with respect.

• An approachable & professional manner.

• Having a strong sense of urgency.

• Effectively maintaining interpersonal relations & diplomacy with people.

**Physical:**
• Able to stand and exert well-paced mobility
• Able to lift up to 30 to 40 Kg without help
• Able to push and pull heavy weight carts and tools

**INTERESTS / HOBBIES**

Enjoy listening to Music, Interacting with the people.