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**Job Objective:**  A self-reliable honest and hardworking security Officer seeking a position with an organization in which my experience and qualifications can help.

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|  **Summary of Qualifications:**  |

 Outstanding knowledge of security procedures and equipment
 Solid knowledge of fire safety procedures and fire safety codes
 Good computer and communication skills.
 Ability to deal firmly and tactfully with difficult situations.
 Outstanding ability to stand for long hours.

 Ability to speak English fluently and write

 Prior knowledge of customer care.

 7years experience in United Arab Emirates and Qatar.

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|  **Professional Experience:**  |

Security Officer: GEMS Education/Safecor security October 2011 to date

Duties and responsibilities:

 Ensuring smooth flow of traffic during drop-off and pickup of students.

 Assisting visitors with directions while ensuring they have proper identification.

 Patrolling and monitoring school surroundings, stairways, toilets facilities to ensure safety and wellbeing of students and staff and security of the premises.

 Assisting with supervision in breakfast and lunch periods.

 Removing disruptive students from restricted areas.

 Ensuring students leaving early have early release permission from school administration.

Duties and responsibilities:

 Providing maximum security to company offices.
 Ensuring security of offices through constant foot patrol.
 Responding quickly to security threats and emergency situations.
 Monitoring surveillance equipment and cameras to detect security breaches.
 Ensuring company employees compliance with rules and regulations.
 Detecting and preventing presence of illegal persons in office premises.
 Answering calls and making required appointments in office reception.

Security Officer: Group 4 Securicor LLC Qatar

(Job locations Raslaffan Industrial city SHELL Gas and Oil project Feb 2008 – 2010)

Duties and responsibilities:

 Provided practical help to hotel guests where necessary for example luggage handling.
 Carried out surveillance of hotel premises with the aid of CCTV system
 Ensured authorized persons and materials enter and exit through entrances.
Provided safe entry and stay for hotel guests.
Carried out regular patrolling of hotel premises and surroundings Maintained mall and hotel images and reputation by maintaining law and order.
Accomplished strict security set up and environment for employees, assets and guests.

 Duties and responsibilities: Received and greeted guests on arrival Handled and solved guest complaints that required urgent attention. Prepared reports of received guest calls and complaints on daily basis. Provided practical help to the hotel guests where necessary for example luggage handling. Answered calls and made guest reservations.

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|  **Education and training**  |

**\***2003: SLC pass \*2009: Basic life support training from SHELL project:

* Basic Computer Knowledge
* Basic life support First Aid (Affiliated from United Kingdom)
* Basic training in Tetra Radio Set, operating Fire Alarm Control Panel
* CCTV and Access Control System (WIN-PAK)
* CBT Course regarding life critical activity (Qatar Shell Pear GTL)
* Working at height / Confined Space entry
* Hazards identifications in work areas
* Working at poor light
* Lifting and rigging
* Hand safety and Manual handling
* Emergency Response
* Non-Destructive examination

\*2011 **-**Security guards training, Department of protective systems.

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|  **Personal biography**  |

Date of Birth:09/Aug/1986 Marital Status: Married.