*CURRICULUM VITAE *

*First Name: Jean*

*Jean.265831@2freemail.com*

*POSITION: SECURITY GUARD*

***CAREER OBJECTIVE:*** *To get a rewarding position in any leading industry as a security guard that can utilize my four years of professional experience.*

*PERSONAL INFORMATION*

*Date of birth : 01/03/1987*

*Visa Status : Long term visit single entry- tourist*

*Height : 1.80 m*

*Nationality : Cameroonian.*

*Religion : Christian*

Marital Status : Married

*PERSONAL PROFILE*

*EDUCATION:*

* + 2008 Secondary Education (G.C.E) Ordinary Level.

*WORKING EXPERIENCE*

***02 yrs. Working Experience:******ORANGE , Yaoundé-CAMEROON, 2011-2013***

***DUTIES:***

 *- Greeting customers as they enter the establishment and offering assistance.*

 *-Give pertaining information and address any queries that the client might have at any point in time.*

 *-Handle difficult customers in the most professional manner with my basic conflict resolution skills.*

 *-Keep my work space clean and organized.*

 *-always be attentive to visitors when visiting the company.*

 *-Maintain records and data entries on the computer.*

 *-Help for financial transactions to ensure that payments are collected.*

 *-Kept accounts of the funds received and make note of balance payment*

 *- Giving instructions and managing other internal support staff.*

**2 yrs. Working Experience: PANTHRE SECURITY YAOUNDE, CAMEROON as a security guard 2013-2015**

 ***DUTIES:***

* *Reception duties- Answering telephone calls and attending to correspondents.*
* *Signing people in and out of the company.*
* *Regular or irregular patrols, interior and exterior*
* *Gatekeeper duties*
* *Enforce all rules and regulations*
* *Handle any special circumstances or incidents*
* *Inspections of outgoing trash by cleaning service*
* *Inspect suspicious vehicles*
* *Receiving and welcoming guests and attending to their needs.*
* *Keeping records- of all entering the building to the data systems.*
* *Reporting emergencies to the supervisor/head office.*
* *Enforce procedures (IDs, badges, etc.)*
* *Secure entrances and exits after hours*
* *Open/close entrances and that start of each work day*

***Skills:***

***PERSONAL:***

 *- Keen to learn, develop and maintain up to date knowledge.*

 *- Good inter-personal relationship with people.*

 *- Ability to work in a multicultural environment.*

 *- Diligent and devoted towards the work.*

 *- Good communication skills*

 *- Active Listener.*

 *- I can motivate and work with people as a team.*

 *-Strong analytical and problem solving skills.*

 *-Good organization skills.*

***ADDITIONAL SKILL***

*Very good driver’s car (INTERNATIONAL DRIVING LICENSE) , Ms Office: Word, Powerpoint, Excel and outlook*

***LANGUAGES:*** *-English, French*