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| **PERSONAL SKILLS**  Flexible and Hardworking  Capable to do things independently Quick learner  Ability to multitask and manage conflicting demands  Good work ethics  **EDUCATION**  **NEBOSH International General Certificate-18 December 2015 ( Nebosh U K )**  **1 year Diploma in Environmental Safety( Bharat Sevag Samaj, India,2013-2014)**  **Diploma in Radio and Television Mechanic (MRTV} from Govt. ITI, Attingal, Kerala, India.(2001-2003)**  **Bachelor of Arts degree, Kerala University Of Kerala, India. (1998-2001)**  **Pre-Degree from Kerala University, India.**  **(1996-1998)**  **S S L C from Board Of Education, , India-1996.**  **COMPUTER KNOWLEDGE**  **MS Word and MS Excel**  **PERSONAL INFORMATION**  Date of Birth: 25 May 1980  Nationality: Indian  Marital Status: Married  Languages known: English, Hindi, Malayalam (Read, write &speak) | [**Career Objective**](http://www.bestsampleresume.com/examples/controller/document-controller.html)**:**  To gain a suitable job in a department where my professional experience can make extensive contribution towards the growth and benefit of the Organization.  **Career Profile**   * A highly competent, motivated and enthusiastic professional with experience of working as part of a team as well as setting up a business unit. * Well organized and proactive in providing timely, efficient and accurate support to all my colleagues. * People and Service oriented. * Self-motivated and very good team player where ever the career is placed. * Keen and quick learner of updated systems/techniques in favor of the organization. * Got Security and Firefighting training from National Security Institute (NSI). * Got **PSBD License** from Abu Dhabi Police. * Got **Event Training** and passed the exam from NSI, Abu Dhabi.   **WORK EXPERIENCE**  **BANK OF SHARJAH, UAE**  Field: Safety and Security Officer, from April 2014 to till date (as an employee of G4S).  **PETROFAC INTERNATIONAL, uae.**  Field: Security Officer (HSSEIA) from September 2011 to March 2014(as an employee of G4S).  **ETISALAT HRB, UAE.**  Field: Security Officer Site In-charge since June 2007 to August 2011(as an employee of G4S).  **Duties& Responsibilities:**   * Ensuring health, safety and environment of the site. * Receiving mails/messages and delivering them to the concerned personnel. * Hazards identifying and dealing with in work place. * Handling **Closed Circuit Television (CCTV)** system. * Conducting safety and safety inspection in site.. * Reporting & recording of near misses / making incident report. * Making the efforts to minimize the use of energy without disturb the usual operation of the organization. * Receiving visitors and providing them visitor cards after getting confirmation from the related staff and making proper entry in the computer system. * Issuing keys and access cards to the authorized staff and maintaining its records. * Attending phone calls from clients, dealing with them or calls to the related staff. * Inspecting fire alarm system panel and extinguishers periodically. * Maintaining daily log book of events and general activities for further information.   **COLLEGE OF ENGLISH, ATTINGAL,TRIVANDRUM,KERALA,INDIA**  Field: Office Assistant (21 March 2004 to January 2006)  **Duties& Responsibilities:**   * Receiving mails/messages and delivering them to the concerned personnel. * Assist teachers and maintaining daily log book of events and attendance register.[   **First Name of Application CV No:** **1667058**  Whatsapp Mobile: +971504753686  New_logo.gif |