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| **PERSONAL SKILLS**Flexible and HardworkingCapable to do things independently Quick learnerAbility to multitask and manage conflicting demandsGood 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 1980Nationality: IndianMarital Status: MarriedLanguages 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 |