**First Name of Application CV No 1680432**

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**PERSONAL SUMMARY**

An energetic, hardworking security officer who has a proven track record of safeguarding a client’s property and assets against acts of theft, fire, flood and vandalism. Able uphold good order on sites whilst working within a company’s procedural guidelines and also ensuring a high quality of service is consistently maintained with optimum efficiency. Currently looking for an appropriate opportunity with a reputable employer who rewards hard work and appreciates ability and loyalty.

**CAREER HISTORY**

**DULSCO LLC (November 2014 – DATE)**

* Loading and unloading of cargo flight. (Abu Dhabi Airport)
* Merchandising.
* Data entering.
* Sales and customer services staff.

GHANA
WESTEC SECURITY OFFICER     -    May 2012 – June 2014
Responsible for being the main point of contact in the event of any emergency or security incidents that occur on site. Working as part of a team via a day and night shift combination.

Duties:

* Pro-actively ensuring the protection of merchandise, property and assets.
* Creating a safe and comfortable working environment for employees and visitors.
* Patrolling the shopping area for periods of time.
* Directing emergency vehicles and other traffic if a major incident occurs.
* Responding to emergency situations as they arise.
* Accurately reporting all incidents to senior managers.
* Preventing and detecting offences on site.
* Conducting searches of personnel, vehicles and bags etc.
* Producing written reports.
* Arranging the escort of large amounts of money around the site.
* Monitoring and operating CCTV cameras and other recording systems.
* Undertaking investigations into reports of offences.
* Provide escort duties for staff at night.
* Using the correct radio voice procedure.
* Escorting individuals off the premises.
* Liaising with the emergency services, police, ambulance and fire service to resolve issues and maintain security and service.
* Checking and validating business visitor credentials.
* Controlling the entry and exit of vehicles.
* Making sure that no unauthorized personnel enter restricted areas.
* Answering queries from visitors to the shopping center.
* Occasionally operating the switchboard.
* Issuing warnings to owners of illegally parked vehicles.
* Collecting statements and evidence in reported allegations.
* Accurately updating administrative records and sheets.
* Escalating incidents when required to.
* Carrying out inspections of stores and the car park.

**PROFESSIONAL EXPERIENCE**

Competencies:

* Good observation skills.
* Fully aware of arrest and restraint techniques.
* Aware of health and safety issues.
* Dealing with people politely but in an authoritative manner.
* Possessing a checkable history.
* Computer literate, able to use MS Office and also visitor management systems.
* Capability to monitor information feeds simultaneously from multiple sources.
* Having a professional approach to all routine tasks.
* Experience of monitoring and controlling security equipment.
* Focused on the delivery of customer service.
* Excellent time-management skills.
* Ability to communicate effectively at all levels.
* Experience of working on major events.

Personal:

* Smart, well-groomed and confident.
* Having a professional attitude.
* Possessing a friendly, approachable personality.
* Smart and presentable appearance.
* Have a full 2 year checkable history.
* Willing to work shifts, morning, nights etc.
* Can pass a personal identity and credit check.

**KEY COMPETENCIES AND SKILLS**

Risk Assessments
Resuscitation Training
Lift Release Training
Conflict Resolution
CRB cleared
Security conscious

**ACADEMIC QUALIFICATIONS**

WESTEC Security Training     2012 Security

Compact Computer Training Center 2011 I.T. Software and Hardware

Compact Computer Training Center 2010 Graphics Designing (Corel Drawn)

Emit Electronics Institute 2007 Diploma in Electronics

Emit Electronics Institute 2005 CITY and Guilds

Emit Electronics institute 2004 N.V.T.I