**NKOTO**

 **SECURITY OFFICER**

**CAREER OBJECTIVE**

I am a professional and a well-qualified Security Officer with over **4 years** of experience seeking a position with an organization in which my expertise and educational background can help to achieve the organizational objective of the company. Outstanding knowledge of security procedures and equipment,Solid knowledge of fire safety procedures and fire safety codes Excellent computer and communication skills, Exceptional ability to deal firmly and tactfully with difficult situations. Outstanding ability to stand and walk for a long time.

**SECURITY RELATED SKILLS**

* Highly skilled in performing patrol duties within assigned areas to guard against theft, shoplifting, vandalism and fire
* Adept at handling emergency situations effectively; medical emergencies, accidents and other threats
* Hands-on experience in managing security systems in order to prevent theft, violence and vandalism
* Well-versed in using different alarms for security purposes
* Practical approach of observing all activities at premises and reporting any suspicious circumstances

**COMMUNICATION SKILLS**

* English – Fluent
* French – Fluent
* Exceptional attention to detail

**EDUCATION**

* **G C E ADVANCE LEVEL, May 2005**
* **G C E ORDINARY LEVEL, February 2001**

**WORKING EXPERIENCE**

**HOTELGRAND MOULIN**

**Aril 2012 - May2014**

 **SECURITY GUARD**

* Ensured security of premises through constant on foot -checks.
* Responded quickly to security threats and emergency situations.
* Monitored surveillance equipment and cameras to detect security breaches.
* Ensured company employees strict compliance with rules and regulations.
* Detected and prevented presence of illegal persons in the company premises.
* Ensured authorized people and materials enter and exit through entrances.
* Provided safe entry and stay for guests.
* Carried out regular patrolling of premises and its surroundings.
* Maintained the image and reputation of the surrounding by maintaining law and order.
* Accomplished strict security set up and environment for employees, assets and guests...

**PRESTIGE HOTEL Cameroon**

**Dec 2009 – Nov 2011**

**SECURITY OFFICER**

* Conducting searches of personnel, vehicles and bags etc.
* Producing written reports.
* Arranging the escort of large amounts of money around the site.
* 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.

**KEY ACCOMPLISHMENT**

Identified new positions for security cameras, Decreased potential threats by 40%, Trained 20 new Security personnel,offered full-time position in Royal Distribution Company after two months of temporary employment based on exemplary performance. Achieved perfect attendance for three consecutive years.

**PERSONAL DETAILS**

Date of Birth: 09/07/1985

Marital Status: Single

Gender: Female

Location: DUBAI

Nationality: Cameroonian

**HOBBIES**

Reading, swimming, volleyball, traveling, body building

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 