**CURRICULUM VITAE**



**PERSONAL DETAILS**

Name : Duncan

Date of Birth : 27th July 1989

Gender : Male

Nationality : Kenya

Languages : English and Kiswahili

Email : [Duncan.332080@2freemail.com](mailto:Duncan.332080@2freemail.com)

**CAREER OBJECTIVE**

I have the potential to bring positive changes and introduce realistic objectives in any field that gives me opportunity to achieve my prospective goals.

**PERSONAL ATTRIBUTES**

* Hardworking and energetic with excellent communication skills.
* Excellent ability to understand and carry out instructions tactfully.
* Great ability to work as part of a team.
* Ability to relate courteously with customer and co-workers.

**WORKING EXPERIENCE**

2012-2014 Radar security

*Position: Security Guard.*

2009 - 2011 Kenya Agricultural research institute

*Position: Security Front Desk*

Gulf WORK EXPERIENCE

Certis Gss group security system Qatar

Deployment: rass laffan industrial city, Doha Qatar

July 2015 – Nov 2016 – Security guard

Nkom Nakilat - Keppel offshore and marine Ltd

**Responsibilities**  
• Professional appearance and attitude   
• Be vigilant at all times and assume responsibility for the premises under your control   
• Adhere to all instruction   
• Ensure safety and security of the customer's premises at all items and bring any suspicious activities and observations to the customer's attention   
• Prevent access of unauthorized personnel into the customer's premises.   
• Maintain logs which may include but not limited to visitor and vehicle logs, incident register, movement of material, key issue and return log etc.   
• Provide assistance, notify concerned authority and take immediate action in case of accidents, fire, theft and any emergency. Administer first-aid, inform emergency service and customer's representative and operations team.   
• Prepare reports of all incidents   
• Regularly check and ensure maintenance and operation of the fire alarm panel, fire extinguisher and first aid kits

EDUCATIONAL BACKGROUND

* Certificate in Computer Packages
* Certificate in Qatar basic security training
* Certificate of Isps international ship and port facility security
* MOI QICSS Qatar international center award for safety and security personnel
* Enertech Qatar certificate of firefighting training

2005-2008 - kenya secondary school education

Igikiro secondary school

1997-2004 - kenya certificate of primary education

Jamhuri primary school

**HOBBIES**

* Listening to music
* Socializing
* Adventuring
* Playing football

**AVAILABILITY**

Immediately

**REFEREES**

upon request