**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

**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