Kassim

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**Applied Post: SECURITY GUARD/CCTV/ LOSS PREVENTION.**

***Career Objective:***

A suitable position within an organization where I can utilize the best of my skills and abilities based on my education, skills and experience and place where I am encouraged and committed to be an active participant as well as a vital contributor in the development of the company

***PROFESSIONAL EXPERIENCE:*6 years Experience in Dubai  
  
*Most Recent Employer:*  
Bukhowa Investments LLC  
Office#1507 Concord Tower Dubai Media City**

***Most Recent Professional Position:*Loss Prevention Advisor.**

Period : Nov. 2015 - 21st March 2017

Company : Bukhowa Investment LLC

Client : Bukhowa Investments LLC, Office 1507, Concord Tower,

Dubai Media City.  
Position : **Loss Prevention Advisor**

Responsibilities : Installation of Cameras

* Tallying of footage and sales reports for accurate reports.
* Reporting incidents to operations manager.
* Holding meetings with area managers.
* Holding Disciplinary meetings with staff.
* Regular checking of storage capacity and restarting DVRs in case of power shutdown
* Configuring & integration of cameras into POS system.
* Adjustment of camera to proper positions.
* Controlling theft of cash by any staff
* Checking on all activities of staff in stores and   
  Naming of cameras as par their Locations

Period : Dec. 2011 – Nov. 2015  
Company : Securiguard Middle East

Client : Cayan Business Centre Tecom-Al Barsha and Adagio Hotel

Premium Apartment.  
Position : **Security Guard/ CCTV Operator**

Responsibilities :

* Monitoring CCTV Camera
* Patrolling
* Controlling Access
* Writing & Reporting Incidents.
* Record Keeping
* Answering Phone Calls at Reception
* Reporting incidents.
* Reading the fire panel control system, resetting & Muting alarm faults.
* Protecting information
* Access Control
* Handling & Keeping of lost & found items.
* Handing over lost & found items to their owners attending to calls from front office & from guests.

***EDUCATION INFORMATION:***

|  |  |  |
| --- | --- | --- |
| Year | School/Institution | Award |
| 2004-2007 | Kyambogo University Kampala Uganda | Diploma in Education Primary |
| 1999-2001 | Buhungiro Primary Teacher’s College | Grade III Certificate |
| 1997-1998 | Ibanda Secondary School | Uganda Advanced Certificate of Education |
| 1993-1996 | Nombe Secondary School | Uganda Certificate of Education |
| 1986-1992 | Rwamukondo Primary School | Primary Leaving Examination |

***Other Awards:***

|  |  |  |
| --- | --- | --- |
| July 2001 | Security Group Uganda Ltd | Certificate |
| December 2007 | Federation of Uganda Football Association | Referee Grade III Certificate |
| February 2011 | Ministry of Education & Sports | Primary Six New Curriculum Awareness Certificate |
| February 2012 | Department of Protective Systems | DPS Certificate |

***Computer Skills:***

Period : *Micro Soft word 2000, Excel, Word Processing,*

*Internet, E-mail, Spreadsheets, graphics.*

***PROFESSION SKILLS:***

* Good English communication skills,
* Good Customer care & Hospitality
* Fire prevention & fire fighting skills.
* Health & Safety Skills.
* Ethics & Professionalism skills.
* CCTV operation & Monitoring skills.
* First Aid