**CURRICULUM VITAE- CHARLES**

**PERSONAL DETAILS.**

**Date of Birth:** 12/ 12/1989.

**Language :** English and Swahili.

**Nationality :** Kenyan.

**Gender :** Male.

**Email :** charles.360831@2freemail.com

**CAREER OBJECTIVE.**

Working in company where my academic qualification, work experience and personal skills will promote Company’s goals and long term vision.

**WORK EXPERIENCE IN DUBAI- UAE.**

**TRANSGUARD GROUP LLC- DUBAI AIRPORT FREE ZONE- UAE.**

**POSITION: TEAM LEADER- EK CABIN CREW ACCOMMODATION. JUNE, 2016 –TO- DATE.**

**Responsibilities.**

* Supervision of daily building operations and security staffs.
* Responding to any case of fire alarms in the building to make sure the situation is under control and also briefing our occupants on fire and safety procedure.
* Reporting to Dubai civil defense any situation of fire alarm, either fault alarm or real fire alarm for any action or advice if needed.
* Monitoring C.C.T.V system, fire alarm panel, emergency telephone, elevator control monitor and emergency lighting control monitor.
* Reporting all maintenance issues of the building to relevant maintenance team and making sure the issues are resolved.
* Sending email of daily reports and incidences of the building direct to the management.
* Maintaining files in a chronological manner and maintaining cleanliness of control room.

**POSITION: RECEPTIONIST – EK CABIN CREW ACCOMMODATION. JANUARY, 2014- TO- JUNE, 2016.**

**POSITION: RECEPTIONIST- CAE EMIRATES FLIGHT TRAINING COLLAGE. MARCH- TO- DECEMBER, 2013.**

**Responsibilities.**

* Customer care service by showing hospitality to visitors and contractors who visit the building and making sure access control is conducted well as per S.O.P.
* Check-in and check-out of occupants, also proper key handling and key inventory.
* Reporting all maintenance issues of the building to relevant maintenance team and making sure the issues are resolved.
* Immediate response to any fire alarm and sending email to management.
* Maintaining files chronologically and updating all daily occurrences of the building on daily occurrence book.

**POSITION:** **INVESTGATION SECURITY- CASH MANAGEMENT CENTRE (CMC) – TRANSGUARD HQ. OCTOBER, 2011- TO- FEBRUARY, 2013.**

**Responsibilities.**

* Offering customer care service and conducting proper access control as per S.O.P.
* CCTV Operations.
* Investigating ATMs shortages and daily reports through CCTV foot-aging.
* Reporting through email daily incidences and all ATMs shortages to the management.
* Keeping investigation recordings and foot-aging for management use.
* Supervision of cash Management centre and ATM daily operations.
* Conducting security search to all staffs working in Cash Management Centre before and after leaving the premises.

**WORK EXPERIENCE IN KENYA.**

**POSITION:** SALES MAN- QUICK SUPER MARKET. JANUARY, TO- SEPTEMBER, 2011.

**POSITION:** PUMP ATTENDANT- NATIONAL OIL COMPANY. JANUARY, TO– DECEMBER, 2010.

**EDUCATION BACKGROUND.**

**EDITH COWAN UNIVERSITY- AUSTRALIA. December, 2014-TO- June, 2016.**

**Diploma in Aviation Security Management.**

**MOI NDEFFO SECONDARY SCHOOL- KENYA. January, 2006-TO- November 2009.**

**Kenya Certificate of Secondary Education - K.C.S.E.**

**TRAINING AND CERTIFICATES.**

**EMIRATES AVIATION TRAINING COLLAGE.**

Certificate in first Aid skills. July, 2016.

Certificate in Fire Safety & Emergency Response Procedures. February, 2013.

**DUBAI POLICE ACADEMY.**

Department of Protective Systems- DPS. October, 2011

**NARTECH COMPUTER COLLEGE.**

Certificate in Information Technology – I.T. January, 2011

**REFERENCE**

Shall be provided upon request.

