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Rajinder

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CAREER OBJECTIVE:

Young, energetic, talented professional with over 14 years high quality experience in the field of Security services, management & realistic training. Genuinely committed to Guest satisfaction, experienced in staff training & supervision. Cooperative team player with track record of consistently exceeding objectives & skills supporting a high level of professionalism, integrity and enthusiasm. Seeks career advancement within a dynamic-high growth organization.

**SPECIAL SKILLS:**

• Self-motivated with a desire for growth with high learning curve.

• Ability to quickly adapt and adjust to complex corporate environment.

• Good communication, administrative and organizational skills.

• Capable of working effectively for long hours and meet deadlines.

• Versatile and able to persist with a task until objective is achieved.

• A Follow-through attitude on any assigned tasks.

• Understanding group dynamics.

• Fully Knowledge about MS-WORD, MS-EXCEL, OUTLOOK, POWER POINT and INTERNET

WORK EXPERIENCE:

Company Name: Loyal Facility Management (Alikhlas Guard Services)

Position : **Security Manager**

Period : From 1st October 2016 to Present

Location : Empire Heights Tower B, 20, Al Abraj Street, 4 Floor, Block B, Office 401,

Business Bay-346, Za’abeel, City Dubai.

Company Name:- EMIRATES GRAND HOTELS (430 Rooms)

EMIRATES GRAND HOTELS APARTMNET (346 Rooms)

AL FAREJ HOTEL (90 Rooms Per-opening)

Position: **Security Manager**

Period : From 1st February 2010 to October 2016

Location : Trade Center 2 Sheikh Zayed Road, Dubai

Job Responsibilities:

* Providing the management with timely accurate reports on Happenings, Any incident, accidents, security & safety measure related to the premises, guests, visitors and staff. Taking swift action on events, and follow up on Action needed and reporting to General Manager.
* Preventing of theft, burglary, and fire hazard and effectively implementing systems patrolling coverage of manned Security to valuable targets Etc
* Following all fire life and safety issues & arranging training for staff to prepare for different duties.
* Supervise & monitoring staff performance & following accidents, incidents, investigation, theft, fraud, discipline, injury, Guest complaints, lost & found, first aid kits & firefighting equipment inspection availability & accurately Etc.
* Supervise daily activates and movements in the hotel by monitoring the digital surveillance cameras through C.C.T.V and recording, maintaining & reporting each and every moment, incident and violation to the Management.
* Safety Deposit Box decoding.
* Assisting Internal & External hotel guest in their need.
* Attending all kind of Internal & External guest complaints and solving.
* Maintaining all The Security Gate pass for the things going In & Out and end of month having inventory and reporting to Account dept.

Company Name : IBEROTEL MIRAMAR AL AQAH BEACH RESORT (321 Rooms Pre-opening)

Position : **Security Supervisor**

Period : From 2007 to 2010

Location : Fujairah, UAE

Job Responsibilities:

* Deploy and manages team of security personnel.
* Regular patrolling the hotel, initiating and monitoring investigations, assisting sick and injured associates and guests.
* Provide Guest and visitors with escort service.
* Preparation of incident and accident reports and reporting to Security Manager.
* Responsible for safeguarding assets and Hotel & Resort property

Company Name : GROUP 4 SECURITY SERVICE DUBAI

Position : **Security Officer**

Period : From 2002 to 2007

Location : Dubai, UAE

Through Group 4 security Service Company Dubai had work as a security guard and Shift Leader at below site

* Al Bustan Rotana Hotel
* Hilton Dubai Jumeirah Hotel
* IBM Internet City

EDUCATIONAL & TRAININGS:

* Bachelor of Art (BA) in Economics Punjab University (India).
* High Senior Secondary School 10+2 certificate examination passes from Punjab School Education Board Mohali Punjab (India).
* Security Manager Certify by Dubai Police Academy, Department of Protect System DPS.
* Security Basic Certify by Dubai Police Academy and Security Supervisor Training Through Group 4 Securitas (UAE).
* Certify by ETA ASCON First Aid International in First Aid & CPR.
* Guest Service Training through Hilton Dubai Jumeirha Hotel 5\* (UAE),
* Fire Fighting Training through Group 4 Securitas and Team Safety Consultants TSC (UAE).
* Operating New DVR CCTV System.
* Elevators rescue operation trained from Schinduler Elevator Services Dubai.
* Valid UAE Driving License.

QUALIFICATION:

A well-disciplined and organized security personnel background. Strong headed with adjustable nature. Ability to take quick decisions and ready to handle any situation. Excellent Guest & customer service skills and highest standards of personal grooming and demeanor, good presentation and service skills

COMPUTER PROFICIENCY:

Have full knowledge about MS-WORD, MS-EXCEL, OUTLOOK, POWER POINT and INTERNET.

I hereby certify that the above information are true and correct to the best of my knowledge and skills.