Curriculum Vitae

Gagandeep

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Objectives:

Seeking a challenging and growth oriented position where I can pursue my chosen profession with diligence, devotion and dynamics, which will be the betterment of organization.

Personal traits:

I am very well presented, hardworking, friendly and cooperative person. I enjoy working with a large team. I am proud of and loyal to the organization to which I belong. I respect authority and positive outlook, accepting challenges gladly.

Till Date:

Working as a Security Officer from 01-May-2012 with Concordia DMCC, a joint venture between Dubai Multi Commodities Centre (DMCC)’a Strategic initiative of the Dubai

Government created to establish a community market place in Dubai in the form of a prestigious free zone development known as Jumeirah Lake Towers (JLT) and EMCOR Facilities Services (EFS) world renowned leader in the provision of facilities management and

Property services.

Job Profile:

* Maintaining of good public relation.
* Possessing good interpersonal and communication skills.
* Customer service orientated.
* Self-motivated and computer literate.
* Security admin and reception.
* Report escalation.
* To make appropriate and detail log entries regarding any incident encountered the tour duty at the end of the shift.
* Enforcement of procedure related to visitors car parking access control.
* Elementary first aid and fire protection.
* Access control.
* Radio and telephone procedure.
* BMS Operations. (Building Management System).
* Access card and transponder programming.
* Work on CCTV.
* Monitor elevators system.
* Dealing master keys. (Opening Apartments, Storage, Offices etc.)
* Gate passes and inspection of equipments.
* Patrolling of all outgoing and incoming vehicles.
* Aware from lost and found procedure

and lots more.

Previous experience:

* Worked as a security guard in HOTEL SKYLARK, Jalandhar( Punjab) India from April 2010 to February 2012.
* Working as a security guard in Concordia DMCC Dubai, UAE from 1st may

2012 to now I am still working this company.

Skill Profile:

* Excellent Communication skills.
* Skilled in dealing with complaints.
* Accepting challenges.
* Strong written and verbal communication skills.
* Quick learn and eager to learn when given the opportunity.
* Get well with people at all levels.
* Able to establish and maintain a good report with co-workers.
* Responsible, organized and reliable, ability to work in a team-line.

Training Completed:

* DPS (Department of Protective System) training conducted by Dubai Police.
* Basic Fire Fighting Training from Concordia Dubai.
* First Aid Training from Concordia Dubai.
* Customer Care Training from Concordia Dubai.
* Safety Training from Concordia Dubai.

Computer Knowledge:

* Basic computer knowledge.
* Well versed with internet Operations.

Educational certificate:

* 10+2 in Arts.

Personal Details:

* Gender : Male.
* Date of Birth : 01-Oct-1983.
* Marital Status : Married.
* Nationality : Indian.
* Language : Hindi, Punjabi & English.
* Place of Issue : Jalandhar
* Visa Status : Transferable (Free Zone).

Declaration:

I declared that information given above is true to best of my knowledge. I would be proudto be associated with your esteemed organization which I am sure would prove with a positive results.