**CURRICULUM VITAE**

Emmanuel

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| **Personal Information:** **Date of Birth** 12/09/1984**Nationality** Ghanaian**Marital Status** Married**Language** English**Religion** Christianity**OBJECTIVES**:  To work and excel in a role where my professional experience and education abilities will fully utilized to contribute effectively and efficiently towards the set target of my prospective employer whilst keeping abreast with new technology from other experiences.**CAREER SUMMARY:** I am energetic, self-motivated, independent minded, hardworking and a goal oriented young man, seeking for opportunities and challenges to fully utilize acquired knowledge and experience in an environment with a passion for excellence.**EDUCATION BACKGROUND:**I had S.S.C.E certificate which is senior high school grade and I started in 2001 and end up in 2003, and had a good grade.**Training Courses Offered:**When I completed my senior high school and whilst waiting for my results I went over and offer electrical installation in 2004 to 2005 and left to a computer institute to offer computer hardware and software that was 2006 to 2007.**Work Experience:**I work with Tema Chemico for two years in 2007 to 2009 us security guard and the company was manufacturing weed-killer and fertilizer for farming and I was to take in charge of company properties, doors, gates, theft and patrol entire premises as well.I was best guard so one of my stuff linked me to Mining and Building Contractors obuasi they were sub-contractor to Aglo Gold Ashanti Mining.So I left to obuasi and started work with M.B.C as security officer on May 20, 2009, my responsibilities,Patrolling in the company premises to prevent and detect signs of intrusion and ensuring security of doors, windows, gates, etc.* Monitoring and authorizing the entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of the company.
* Writing daily reports of activities and irregularities, such as equipment or property damage, theft, presence of unauthorized person.
* Documenting/Recording Information, Entering, and transcribing, storing, or maintaining information as required.
* Communicating with Supervisors, Peers, Providing information in written form, e-mail, or in person.
* Escorting of visitors into and out of the facility.
* Carrying out searches of vehicles before entering the facility to prevent the entry of prohibited items.
* Carrying out spot checks of Incoming goods to ensure that they correspond with the relevant invoices.
* Inspecting and adjusting security systems and equipment to ensure operational use and to detect evidence of tempering.
* CCTV monitoring, control access at building and vehicle gates.

 Possesses good interpersonal relationship, proven team workers good communication skills and manages multi-tasking effectively. |