***PERSONAL DETAILS;***

*Name Simiyu*

*Gender Female*

*Nationality Kenyan*

*Marital Status Married*

*Language Fluent English & Kiswahili*

*Visa status visit Visa*

*E-mail:* *simiyu.367987@2freemail.com*

***OBJECTIVE***

*I am an energetic, hardworking security officer who has a proven track record of safeguarding a client’s property and assets against acts of theft, fire, flood and vandalism. I am able to uphold good order on sites whilst working within a company’s procedural guidelines and also ensuring a high quality of service is consistently maintained with optimum efficiency.*

*I am currently looking for an appropriate opportunity with a reputable employer who rewards hard work and appreciates ability and loyalty.*

***WORK EXPERIENCE***

**BALCONY 8 – DUBAI UAE**

**DURATION: September 2015 – January 2017**

**Job Responsibility: ARCHIVES CLERK**

* Responsible for coordination with concerned departments regarding checking and check updating of documentation
* Maintain all activities of Records Management i.e. administration, control, integrity check, receipt, storage and retrieval.
* Classify and assign records and sort information as per their type.
* Manages database and ensure that all records are up-to-date.
* Respond to requests for information and advice.

***FIDELITY SECURITY- Nairobi, Kenya***

***Position Security Guard***

**DURATION: September 2010 – August 2014**

* ***Duties and Responsibilities***
* Creating a safe and comfortable working environment for employees and visitors
* Responding to emergency situations as they arise.
* Accurately reporting all incidences to my senior in chain of command.
* Conducting patrolling for period of time to ensure the area is safe.
* Detecting and preventing offences on site.
* Producing written reports.
* Monitoring CCTV cameras and other recording systems.
* Liaising with the emergency services, police, ambulance and fire service to resolve issues and maintain security and services.
* Controlling the entry and exit of vehicles and individuals to ensure safety access control.
* Making sure that no unauthorized persons enter in restricted areas
* Accurately updating administrative records and sheets

***EDUCATION BACK GROUND***

**MARCH 29-APRIL 2017**

* **DPS CERTIFICATE**

**FIRST SECURITY GROUP DUBAI, UAE**

**APRIL 13th 2013**

* IELTS CERTIFICATE (International English Language Testing System) – BRITISH COUNCIL

**NOVEMBER 2001 – AUGUST 2003**

* A PROFESSIONAL TEACHER – ASSUMBI TEACHERS TRAINING COLLEGE.

**JANUARY 1997 – NOVEMBER 2000:**

* KENYA CERTIFICATE OF SECONDARY EDUCATION – ATTAINED PASSES.

**PERSONAL SKILLS**

* *Good observation skills.*
* *Handling crisis and emergency situations.*
* *Able to work in adverse weather conditions.*
* *Knowledge of First Aid, safety rules as well as evacuation procedures and practices.*
* *Good public relations.*
* *Excellent time-management skills.*
* *Ability to communicate effectively at all levels.*
* *Customer care and service skills*
* *Attention to detail*
* *Working well with team members*

***TECHNICAL SKILLS***

* *Proficiency in Microsoft word, , Excel, and Access*
* *Customer care*
* *Time managements/utilization*

***INTERESTS – HOBBIES***

* *Sports – Swimming, basket ball and Hockey*
* *Singing – member of church choir*
* *Active member of the drama and stage acting club*
* *Travelling , cooking*
* *Fundrasing for the HIV aids orphans*