

CURRICULUM VITAE



PERSONAL DETAILS

Name : Abdi
Date of Birth : 2nd May, 1965
Gender : Male
Nationality : Kenyan
Marital Status : Married
Religion : Muslim

Height : 5'8 ft

Languages : English, Kiswahili

Email : *abdi.381423@2freemail.com*



CAREER OBJECTIVES

Looking for a Security Guard/Driver position with a reputable organization and maintain safe and secure environment for coworkers and customers by conducting regular patrolling, and monitoring of premises.

PERSONAL ATTRIBUTES

- Good communication skills.
- Able to work independently as a team.
- Self-confident with high sense of personality.
- Able to work under pressure and with minimum supervision.
- Hardworking with a liking to practical work.

EDUCATION BACKGROUND

Aug 2011	The Ogara Group Training & Services Division- Jordan Guard Force Basic Course
Feb 1996	Armed Forces Pay and Clerical Training School Clerks General Grade 1 Course
Aug 1991-Nov 1991	Military Police Military Police Basic Course <ul style="list-style-type: none">• Police Duties General and Basic Investigations
1988	Kenya Army Recruits Training School, Eldoret
1983-1985	Teremi High School Kenya Certificate of Secondary Education
1976-1982	Chwele Boys Primary School Kenya Certificate of Primary Education

WORKING EXPERIENCE

2015 To Date

G4S Security Kenya Limited

Position: Alarm Response Driver / Security Supervisor

Duties & Responsibilities

- Conduct Security Patrols
- Check all External Doors, Windows and grounds
- Conduct Internal Patrols
- Escort Employees to vehicles
- Ensure facility is in good working order
- Respond to Alarm Signals.
- Attend the alarm in a timely and safe manner.
- Ensure all required documents including daily logs are filled out by each Officer, i.e. vehicle logs, occurrence reports for towed vehicles, enforcement logs etc.
- Responsible to ensure all sites are being enforced in accordance with the clients' requirements

Security Supervisor

Duties & Responsibilities

- Supervise and oversee security functions in an organization.
- Train and schedule programs and functions to security personnel.
- Evaluate, assess and analyze performance of security personnel.
- Initiate disciplinary measures wherever necessary.
- Provide security to office staff, buildings and properties.
- Keep the premises free from all kinds of dangers.
- Screen visitors before allowing them to enter the premises.
- Maintain all security devices and products in good working condition.
- Develop and implement preventative measures against accidents, thefts and other risks.

2011-2012

Agies Security – Iraq

Position: Armed Security Guard

Duties & Responsibilities

- Weapon Training – AK47 Training, M16 Training and Pistons Training, stripping and assembling, stoppages safety and handling of the weapons.
- Static Guard & Escort Duties - Monitor and authorize entrance and departure of employees, visitors, civilians, guarding them against theft and maintain security of the premises.
- Person and vehicle search-By the use of screening machines mirrors and detail body search. Operating detective devices to screen individual and prevent passage of prohibited articles into the restricted areas.
- Basic First Aid- Giving first Aid to casualties in case accidents such as fire bombs within the airport. Equipments used includes fire extinguisher.
- Radio & Procedure Reporting-Communication and delivering of reports within the airport.

1989-1996

Kenya Army

Position: Military Officer

Duties & Responsibilities

- Conduct inspections of military and non-military vehicles arriving at the base.
- Coordinate duties with previous and subsequent shifts to ensure consistency.
- Greet visitors to the base and issued passes.
- Prepare incident and accident reports as necessary.
- Respond to inquiries in person and over the phone.
- Provide security for special military events.
- Prepare daily logs of all visitors to the base.

AWARDS

UN medal for service with United National protection Force (UNPROFOR)

May 1993 – May 1994

HOBBIES

- Charity work
- Traveling
- Making friends