**MIRZA**

**E-mail:** [**mirza.381680@2freemail.com**](mailto:mirza.381680@2freemail.com)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CAREER OBJECTIVES:**

To Obtain a position in an organization to use physical strength and , problem solving abilities, and successful track record at customer satisfaction.

**ACADEMIC CREDENTIAL**

**Intermediate**. From Board Of Intermediate (12TH PASS)

**SSC**. From Board Of Secondary School Certificate.

**IT SKILLS:**

Operating Systems : Ms-WORD, Windows etc.

Packages : Word, Excel, PowerPoint.

Typing Speed : 30WPM

**EXPERIENCE :**

Company : **EMRILL INTEGRATED FACILITIES MANAGEMENT.**

Position : SECURITY OFFICER

Tenure : 30-Nov-2015 to PRESENT.

   
**DUTIES AND RESPONSIBILITIES**:

* Completed reports by recording observations, information, occurrences, and surveillance activities.
* Maintained environment by monitoring and setting building and equipment controls.
* Identified visitors and verify appropriate documents.
* Controlled traffic by directing drivers to designated pick-up and delivery stations.
* Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
* Obtains help by sounding alarms. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
* Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
* Maintains environment by monitoring and setting building and equipment controls.
* Maintains organization's stability and reputation by complying with legal requirements.
* Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
* Contributes to team effort by accomplishing related results as needed.

Company : **NANDAMURI SECURITY SERVICE.**

Position : SECURITY

Tenure : 05-FEB-2013 to 30-OCT-2016.

**Work experience** :

1. Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, gates.
2. Answer alarms and investigate disturbances.
3. Monitor and authorize entrance and other persons to guard against theft and maintain security of premises.
4. Write reports of daily activities and irregularities, such as equipment or property damage, theft presence of unauthorized persons, or unusual occurrence.
5. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
6. Circulate among visitors, patrons, and employees to preserve order and protect property.
7. Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
8. Warn persons of rule infractions or violations, and apprehend or evict violators from premised, using force when necessary.
9. Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
10. Escort or drive motor vehicle to transport individuals to specified locations and provide personal protection.
11. Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.

**PERSONAL TRAITS:**

* Be honest and trustworthy
* Be respectful
* Efficient, well organized and can work well in a team
* Punctual with a great ambition to succeed in Life.

**PERSONAL PROFILE:**

Date of Birth : 07-03-1990

Place of Birth : Hyderabad

Sex : Male

Nationality : Indian

Marital Status : Single

Date of expiry : 23-11-2024

Languages : English, Urdu,& Hindi.