**CURRICULUM VITAE**

**MAYANK**

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**DUBAI U.A.E**

**SECURITY GUARD**

**OBJECTIVES**

To seek challenging career with a dynamic organization that offer the opportunities knowledge and abilities to explore and grow and enabling me to contribute positively towards the organization Profitability goals and objectives

**PERSONAL DETAILS**

**DATE OF BIRTH : 22/07/1991**

**NATIONALITY : Indian**

**Marital status : single**

**LANGUAGES : English and Hindi**

**VISA STATUS : Visit Visa (3 months)**

**CORE KNOWLEDGE AND SKILLS**

* Ability to keep a daily log on all visitors, guests, and packaging.
* Ability to prioritize and exercise good judgment.
* Ability to handle multiple tasks in a fast-paced environment.
* Ability to interact effectively with supervisors, peers, and clients in person, radio or phone.
* Ability to climb stairs and/or ladders.
* Knowledge of incident report writing and investigation.

**EXPERIENCE**

**POSITION : SECURITY GUARD**

**COMPANY : WAVE MALL, INDIA**

**DURATION : 2 YEARS**

**DUTIES**

* Responsible for overseeing and ensuring the safety of all mall employees, guests, and customers.
* Responsible for patrolling parking facilities for short and long term parking.
* Assisted visitors in locating their campus destinations.
* Observed and reported to deter theft, vandalism, and illegal entry at client sites.
* Oversaw the pick-up and delivery of valuables.
* Called Police and fire department in case of emergency, such as fire or presence of unauthorized persons.
* Ensured safety of all guests, employees and visitors.
* Provided and controlled vehicle and pedestrian access to the facilities and enforces visitor regulations.
* Watched for unusual conditions such as fire, intruders, open gates, vandalism, and dust storms and notified the proper response authorities.
* Performed routine checks of the grounds, buildings and vehicles**.**
* Handled and operated different kind of security devices which includes CCTV System, fire panels and safety tools.
* Coordinate with safety supervisor & discussed about challenges faced and new implementation on daily basis.
* Prepared and presented proper reports on any kind of casualty happened to give better understanding of situation.
* Worked on different shifts actively and attentively on regular basis.
* Responded quickly on different kind of suspicious activities, alarms and investigated on any kind of suspicious act.

**EDUCATION**

* **HSC: Higher School Certificate From India**
* **Diploma Computer Application**
* **All Basic Microsoft Windows Application**

**ADDITIONAL CAPABILITIES**

* Excellent communication and interpersonal skills
* Ability to understand and follow food sanitation and safety protocols
* Deep understanding of operating food service equipment
* High degree of personal cleanliness
* Willing to work flexible hours

**DECLARATION**

I hereby declare that the above information is true to the best of my knowledge and belief and nothing has been concealed or distorted

**MAYANK**