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| C:\Users\user\Downloads\IMG-20180410-WA0014 (2).jpg  SHELLA  ABU-HAIL DUBAI  **RESIDENCE :** DUBAI  **Email:** [**shella.382229@2freemail.com**](mailto:shella.382229@2freemail.com) Personal Data Date of Birth :1991  Gender : female  Nationality :Cameroonian  Marital Status : Single  Languages : English  French and Arab Extra Curriculum activities and **Hobbies: reading and sports**  . | CURRICULUM VITAE  Objective  A security Guard who has a proven track record of safeguarding client’s property and assets against acts of theft, fire, flood and vandalism .Able to uphold good order on sites whilst working within the company’s procedural guidelines.  Academic Qualification   * *Computer diploma(basic Microsoft words, excel power point and internet)* * *September 2012- 2014Advance level diploma in bus* * *September 2009-2014 Ordinary level diploma in business*   ***SUMMARY OF SKILLS AND COMPETENCIES***   * Good knowledge of gulf market and Saudi Jeddah in particular * Proficient communication and computer skills * Commendable problem solving techniques * Ability to multitask and cope with pressure * Ability to work independently and as part of a team * Excellent interpersonal and relationship building skills * Strong supervisory and reporting skills |
| ***PROFESSIONAL EXPERIENCE***  ***COMPANY NAME: CITY SCHOOL INTERNATIONAL DUBAI***  ***POSITION HELD: BUS ATTENDANT***  ***DEPARTMENT****:TRANSPORT AND LOGISTICS*  ***PERIOD:***  *14th April 2017- Till date*  ***Job Description***   * Assists bus driver in the securing of students and/or their equipment (e.g., restraints, wheel chair tie downs, seat belts) for the purpose of ensuring the safety and well-being of students. * Assists students and other passengers for the purpose of providing safe loading and unloading from buses during both normal transport and emergency situations. * Instructs students for the purpose of enforcing rules/regulations and maintaining student safety and wellbeing. * Monitors and independently supervises students with special needs until released to teacher, instructional assistant, parent, etc. for the purpose of ensuring the safe transportation of all passengers. * Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions. * Prepares reports (e.g., incident reports, passenger misconduct) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines. * Reports observations and/or incidents (e.g., discipline, accidents, inappropriate social behavior) for the purpose of communicating information to appropriate personnel for their action. Other Functions * Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. * Transports students in non-bus District vehicles if required for the purpose of addressing | |

***COMPANY NAME: AKWA PALACE HOTEL DOUALA CAMEROON***

***POSITION HELD:*** *SECURITY GUARD*

***DEPARTMENT****: SECURITY AND SAFETY*

***PERIOD:***  *2ND January 2014 – 31stmarch 2016*

***Job Description***

* Insect and adjust security systems, equipment and machinery to ensure operational use and to detect evidence of tempering
* Monitoring entrance of property through surveillance
* watch for irregularities (such as fire hazards, leaking water pipes, lights left on, equipment malfunctions, unlocked security doors) and report incidents or problems to the appropriate authority.
* Monitor computer alarm system closed circuit television CCTV system and communicate by radio with mobile unit to attend alarm
* Identify visitors and ask for appropriate documents where ever need arises.
* Guard against theft and maintain security.
* Stop suspicious people and ask for identification documents.
* Investigate thefts and file police reports immediately in case of emergency.
* Instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
* Regulate and monitor building systems.

***Reference:*** *Available upon request*