Richard

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|  |  |  | Richard.382420@2freemail.com  |
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**PERSONAL SUMMARY**

Efficient and organized Security Guard and Surveillance Professional with 10 years in security and safety compliance. Extensive on-the-job security guard training. Skilled in incident response, apprehension and prosecution report.

**SKILLS**

Criminal Law Knowledge

Strong Work Ethic

Criminal Investigations

Defensive Tactics

Firearms Handling & Safety

Workplace Safety

**WORK EXPERIENCE :**

**Armadillo Professional Security Agency, INC.**

Security Guard – UNILAB PHILIPPINES

2017 to 2018

**Power Security Service LLC. Dubai, UAE**

Security Guard – Arabian Center Mall

2013-2015

**Jamila and Company Security Services**

Security Guard –Yokohama Tires Philippines and Sykes Asia Company 2010-2012

**Megaforce Security Agency**

Security Guard – Ever Gotesco Mall

2008-2009

**Shooter Security Agency**

House Officer – Cyber Mall Building

2006-2007

**Duties and Responsibilities :**

* Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
* Answer telephone calls to take messages, answer questions, and provide information during non-business hours.



* Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
* Monitor CCTV footage to check for suspicious activities
* Inspecting buildings, equipment and access points
* Controls traffic by directing drivers
* Respond to all emergency situations

**KEMPT CONSTRUCTION COMPANY**

**Timekeeper**

**2016-2017**

**Duties and Responsibilities :**

* Record and monitor time in and out of labor workers
* Prepare manual time sheet
* Compute hours of duty per workers for payroll purposes
* Submit the excel summary of time sheet for workers to office.

**EDUCATION:**

**College:**

Occcidental Mindoro National College

Bachelor of Science in Criminology

2001-2005

**Secondary:**

Malamig National High School

1996-2000

**Elementary:**

Malamig Elementary School

1990-1996

**TRAININGS & TRAINING ATTENTED**

* Power Security Service
* Civil Disturbance & Management Seminar and Drill
* Department of Protective System – Security License

**LANGUAGES:**

English & Filipino

**PERSONAL INFORMATION**

Date of Birth: Dec.6,1982

Nationality: Filipino

Marital Status: Married