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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  | **CURRICULUM VITAE** | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Suman** | | | |  |  |
|  |  |  |  |  |  | **EDUCATION** | | | | |  |  |
|  |  |  |  |  |  |  |  One month Training in Tanahun Security Service Pvt.LTD in Nepal | | | |  |  |
|  |  |  |  |  |  |  |  12th Passed from Narayana Jr. College India. | | | |  |  |
|  |  |  |  |  |  |  |  SSC Passed from Sandeepani Vidhya Niketan High School, India. | | | |  |  |
|  |  | **Dubai, U.A.E** |  |  |  |  |  Completed Basic Computer Course from IT Center, India. | | | |  |  |
|  |  |  | |  |  |  |  |  |  |  |  |
|  | | |  |  |  |  |  |  |  |  |  |  |
|  | [Suman-395036@2freemail.com](mailto:Suman-395036@2freemail.com) | |  | |  | **EXPERIENCE** | | | | |  |  |
|  |  |  |  |  |  |  |  | | |  |  |  |
|  |  |  |  |  |  |  |  Security Officer at Concordia DMCC, Dubai from 1st Nov 2016 till | | | |  |  |
|  |  |  |  |  |  |  |  | date. | | |  |  |
|  |  |  |  |  |  |  |  | **RESPONSIBILITIES** | | |  |  |
|  |  |  |  |  |  |  |  |  Report’s on all incidents, raises them to the immediate supervisor and | | |  |  |
|  |  |  |  |  |  |  |  |  follow through until such time as they are handed over | | |  |  |
|  |  |  |  |  |  |  |  |  Monitors and manages the entrance onto the property of all personnel | | |  |  |
|  |  |  |  |  |  |  |  |  | and restricts access to those unauthorized to do so and reports any such | |  |  |
|  |  |  |  |  |  |  |  |  | attempted breaches | |  |  |
|  |  |  |  |  |  |  |  |  Monitors, manages and controls access of all vehicles onto the | | |  |  |
|  | **Personal Details** | | |  |  |  |  |  | property and restricts and reports any attempted breaches by | |  |  |
|  |  |  |  |  |  |  |  |  | unauthorized vehicles | |  |  |
|  | **Date of birth** | : 15/11/1992 |  |  |  |  |  |  The issuing and collection of all Keys | | |  |  |
|  | **Sex** | : Male | |  |  |  |  |  The issuing and collection of Security passes and ensures the | | |  |  |
|  | **Marital Status**: Single | | |  |  |  |  |  | safekeeping of any identification retained from as deposits | |  |  |
|  | **Nationality** | : Nepal | |  |  |  |  |  Complete visitors/contractors log books | | |  |  |
|  | **Religion** | : Hindu | |  |  |  |  |  Controls access and egress into any specific areas identified at | | |  |  |
|  |  |  |  |  |  |  |  |  | sensitive duty posts | |  |  |
|  |  |  |  |  |  |  |  |  Monitor for and divert any unregistered guests to reception | | |  |  |
|  |  |  |  |  |  |  |  |  Together with relevant front office colleagues monitors and controls | | |  |  |
|  |  |  |  |  |  |  |  |  | traffic movement within the property | |  |  |
|  |  |  |  |  |  |  |  |  Control unauthorized parking to ensure parking only in designated | | |  |  |
|  |  |  |  |  |  |  |  |  | areas | |  |  |
|  | **Passport Details** | | |  |  |  |  |  All related registers and log books are maintained | | |  |  |
|  |  |  |  |  |  | All reports are completed in the ‘perspective reporting system and are | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | Crowd Control measures are adopted where ever required | |  |  |
|  | **Issue Date** | **: 11/08/2015** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Manage and execute responsibilities within the emergency operations | | |  |  |
|  | **Expiry Date** | **: 10/08/2025** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | plan | |  |  |
|  | **Issue Place** | **: Nepal** | |  |  |  |  |  |  |  |
|  |  |  |  |  |  To be proactive at all times and report any incidents either actual or | | |  |  |
|  | **Visa Status** | : Residence Visa | |  |  |  |  |  |  |
|  |  |  |  |  |  | suspicious to the relevant supervisor | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  To act upon any information received or incident witnessed to ensure | | |  |  |
|  |  |  |  |  |  |  |  |  | the safety and security of all parties is maintained and the protection | |  |  |
|  |  |  |  |  |  |  |  |  | of the asset is not compromised | |  |  |
|  |  |  |  |  |  |  |  |  Have a full understanding of the departmental policies and procedures | | |  |  |
|  |  |  |  |  |  |  |  |  | and be knowledgeable with all updates and revisions as published | |  |  |
|  |  |  |  |  |  |  |  |  Conduct full Security and fire, life safety patrols of the property as | | |  |  |
|  |  |  |  |  |  |  |  |  | directed and record and report all defects and irregularities through | |  |  |
|  |  |  |  |  |  |  |  |  | the correct channels | |  |  |
|  |  |  |  |  |  |  |  |  Be aware of and enforce all policies related to the specific posting | | |  |  |
|  |  |  |  |  |  |  |  |  | where the officer is working (EG policy on contractor access) | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**Strengths**

Hard Working

Punctuality.

Honest.

Very Energetic

Efficiency

Self-Motivated

**Languages Known**

English

Hindi

Telugu

* 2 years as Sales Executive at JB Enterprises, Nepal from 1st December 2014 to 15t October 2016

**RESPONSIBILITIES**

* + Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
  + Sells products by establishing contact and developing relationships with prospects; recommending solutions.
  + Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
  + Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
  + Prepares reports by collecting, analyzing, and summarizing information.
  + Maintains quality service by establishing and enforcing organization standards.
  + Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
  + Contributes to team effort by accomplishing related results as needed.
* 2 years as Cashier in swagat bar and restaurant ,India from 15 November 2012 to 25 September 2014
* 1 year as Front desk receptionist in raj tours and travels , India from 10 January 2013 to 30 December 2013

**RESPONSIBILITIES**

* Welcomes visitors by greeting them, in person or on the telephone answering or referring inquiries. Directs visitors by maintaining employee an. department directories; giving instructions. Maintains security by following procedures; monitoring logbook; issuing visitor badges

**DECLERATION**

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief**.**

**Suman**