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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  |  |  | **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**