**SHARON**

**Email:** Sharon-395784@gulfjobseeker.com
**Marital status:** Married

**Visa status:** Visit visa

**Objective**

To work in a challenging environment as a Security Guard, where I will be able to provide prompt and analytical service to ensure secure environments for persons, property and business both for client and administration satisfaction.

Career Summary

* 3 years of experience in providing security services for both human and physical property.
* Public events and crowd management in socially diverse environments.
* Communication and human relation skills.
* Situation analysis and intelligence gathering with the field of deployment.
* Understanding the law and utilizing it.

**Job Experience**

**Security Guard - (21st Jan 2016 – 26 August 2019).**
**Main Duties:**

* Secures premises and personnel
* Patrolling property and its attachments
* Ensuring proper functioning of all security equipment at my disposal and within the designated premises.
* Analyzing security situations, identifying security loopholes and making reports for renovation and rectification.
* Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
* Handle security related queries and customer feedback on security.
* Maintains organization's stability and reputation by complying with legal requirements.
* Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.

**Receptionist – (2015).**
**Main Duties:**

* Receive guests and coordinate their reasons for visiting
* Receive calls and coordinate all open communication to the organization
* Ensure comfort and responsible communication to guests
* Ensure neatness and corporate outlook of the organization’s premises
* Make communication on behalf of the organization

**Key Skills and Strengths**

* Numerical analysis
* Communication and interpersonal skills
* Situation analysis
* Professional work ethic.
* Multi-tasking.
* Intelligence gathering

**Academic Qualification**

* Uganda Advanced Certificate of Education.
* Uganda Certificate of Education
* Bachelor of Commerce.
* Certificate in Computer Studies.

**Personal Details**

**Date of Birth:** 26th November 1992
**Languages:** English, Luganda
**Hobbies:** Making new friends, travelling and chatting.