**EZENNIA**

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 **SECURITY GUARD**

 **PERSONAL SUMMARY**

As a highly experienced Security Guard who is committed to complying to the highest work place standards in terms of attendance, health, safety and conduct towards the public, I would like to join an ambitious company that is looking to recruit a Security Guard who has the bags of enthusiasm and motivation needed to ensure the highest levels of safety and security.

**CAREER STATEMENT**

***“I feel that my greatest strengths are my willingness to take responsibility for all the security duties within my jurisdiction, my ability to easily understand a member of the public’s needs and my positive attitude in dealing with any problems that could emanate.”***

***Joseph Ezennia***

**CAREER HISTORY**

***Hotel –Auris Deria, Dubai, UAE***

**SECURITY GUARD June 2016- Present**

I am responsible for monitoring criminal activities, ensuring the safety of the clients, its employees and assets. Also, I am involved in interacting with a variety of persons including clients, visitors and the general public.

***Duties***

* Providing assistance and guidance to the clients, visitors and general staff.
* Contacting the police, authorities and other emergency services when necessary.
* Greet and assist all residents in a prompt, friendly and courteous manner
* Responding to emergencies and send E-mails as soon as possible using outlook and Microsoft word.
* Reporting all incidents, accidents or medical emergencies to the Management.
* Monitoring, daily routine patrolling in the entire building.
* Warning violators of rule infractions, such as loitering, smoking and wrong parking.
* Prepare daily and monthly reports of incidents, and other activities going on in the building using advance excel Access and Ms Word.
* Investigating incidents and preparing written reports with the details of the incident.
* Having a highly visible presence on the premises.
* Good knowledge in CCTV operation.

***Atana Hotel, Tecom – Dubai, UAE***

**SECURITY GUARDAugust. 2015 – May 2016**

I was responsible for providing protection for the physical assets of the 22 story building, as well as the safety and security of the clients and in house guest.

***Duties:***

* Ensured safe environment for hotel employees and guests.
* Addressed all guest’s queries and complaints.
* Provided first-aid services when needed.
* Controlled crowd during busy times.
* Managed building maintenance operations.
* Handled emergency situations in an efficient manner.
* Addressed security concerns promptly.
* Investigated incidents and developed detailed incident reports.
* Patrolled the 22 floors and hotel premises to detect any crimes.
* Ensured all employees follow Security Standards.
* Respond to alarms and investigated disturbance.
* Determined safety violations and reported to Manager
* Controlled traffic, and checked all IDs of delivery trucks and allowed easy flow of Vehicle
* Reviewed the CCTV everyday as instructed by the Security Manager

**Dubai World Trade Centre – Dubai, UAE (May 2015 – July 2015)**

I was responsible for the protection of the physical assets of the building as well as safety of clients, contractors and exhibitors.

***Duties:***

* Conduct security checks, inspecting building entrances and exits
* Respond quickly to all incidents of theft, fire, sabotage or unauthorized entry
* Facilitate and ensure the safety of visitors and employees in the event of an evacuation
* Lock and unlock doors according to schedule
* Monitor entrance and exits
* Coordinate badge access control and parking permits for staff and visitors
* Ensure visitors logged in and out properly.

***PERSONAL SKILLS***

* *Service oriented*
* *Responsiveness*
* *Leadership skills*
* *Professional judgment*
* *Problem solving*
* *Decision making*
* *Energetic*
* *Self-control*
* *Excellent communicator*
* *Well organized*

**Education**

* DUBAI POLICE ACADEMY - DUBAI **|**2015 (DPS License)
* IPED, UK **|**2014 (OIL AND GAS MANAGEMENT)
* HEALTH AND SAFETY - GHANA |2014
* West African Senior Secondary Certificate Examination (WASSCE) - NIGERIA |2008

**IT SKILLS**

* Microsoft Office package; Microsoft Word, Microsoft Excel, Microsoft Access, internet Explorer

**Date of Birth: 25 November,** 1990

**Marital Status:** Single

**Nationality**: Nigerian

**Visa Type: employed**

**Language Skills**: English(Proficient), Arabic (Basic)

**DPS license. Valid**

**References:** Available on request.