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| MBUGUA | DSC_7418  Curriculum  Vitae  **(C.V.)** |
| [MBUGUA.369450@2freemail.com](mailto:MBUGUA.369450@2freemail.com) |

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| Personal Details: | |  |
| **NAME**  **DATE OF BIRTH**  **SEX**  **MARITAL STATUS**  **NATIONALITY** | | : Mbugua |
| : 26th August 1992 |
| : Male  : Single |
|  |
| : Kenyan |
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| **Personal profile (Strengths and skills):** | | |
|  | | A good listener willing to learn new skills and can meet deadlinesConfident, resilient, flexible, strong team member, able to think quickly under pressure and able to communicate effectively.  Adaptability and flexibility, confidence and resilience;  Planning and organizing abilities, good analytical skills.  Integrity, commitment to service and respect for diversity.  The willingness and ability to learn on a continual basis;  An interest in promoting community safety, education and risk prevention  Sound judgement, courage, decisiveness, quick reactions and the ability to stay calm in difficult circumstances |
| **Career Objectives:** | | |
|  | | To act as an integral part of both an emergency response and community safety team by working with and within the community to prevent emergencies occurring, minimise their impact when they do and intervene effectively when required, to the benefit of that community and within a safe working environment.  To work, gain and apply the knowledge, skills and experience with the objective of providing feasible solutions to clients and enhance the attainment of the company goals.  To obtain challenging positions in an organization or the corporate world that will enable me to realize my full potential, versatile abilities and skills in realization of the organisations ideas, goals and objectives. |
| Educational Background: | | |
| **YEAR 2012-2014:**  UNIVERSITY EDUCATION | | EGERTON UNIVERSITY  B.A Criminology and Security Studies  Specialization; Forensic Investigation and Disaster Management |
| **YEAR 2011:**  SECONDARY EDUCATION | | NAIVASHA DAY SECONDARY SCHOOL  Kenya Certificate of Secondary Education |
| **Computer Skills & Professional Qualifications:** | |  |
| **YEAR 2014 ST JOHN’S AMBULANCE**  **YEAR 2013**  **COMPUTER PRIDE**  **YEAR 2011**  **KIAMBU INSTITUTE OF COMPUTERS AND ENGINEERING**  ACCOUNTING PACKAGES  PROFFICIENCY PACKAGES | | First Aid, Fire and Rescue  TECHNICAL CERTIFICATE: NETWORK + SUPPORT SKILLS, A+ PRACTICAL APPLICATION and A + ESSENTIAL SUPPORT SKILLS; Computing Technology Industry Association (CompTIA)  QuickBooks, Sage.  Microsoft packages (MS Word, Excel, Power Point, Access, outlook and Publisher) |
| **Work Experience:** | | |
| **May 2015- March 2017:**  MOCAM SECURITY SERVICES LIMITED  .  **LAVINGTON SECURITY SERVICES: December 2014 – 2015 April**  **HOPIC SECURITY: November 2013-November 2014**:  **February 2013 - October 2013**  **Information Technology Technician (view park towers)**  **Other Roles**  **2012 to date:**  **2011to date:**  **2009-2010:**  **2009-2010:** | **POSITION: SECURITY/FIRE CONSULTANT&ANALYST**  **DUTIES/RESPONSIBILITIES:**   * Assisting the managing director in administrative issues, advisory and response and attending client-company crisis meetings. * Responding immediately and safely to emergency calls and requests for assistance; * Educating and informing the public to promote fire safety by giving talks in schools and to local organisations, as well as home visits to offer advice * Preparing, writing and proof reading reports for the companyPrevents fire damage by conducting surveys and inspections for hazards; enforcing codes. * Evaluating and assessing threats on assignments, sites, staff and premises offering lasting and effective solutions. * Assessing and effecting the safety of access control systems and CCTV loopholes and blind spots at client premises. * Overseeing and managing the company’s control room, responding to radio calls and back up requests. * Training staff on fire and security related issues, emergency and security procedures. * Carrying out detailed investigations on occurrences and incidents and, following up on case development with government agencies and internal investigators. * Working and coordinating with the state fire department in assessing the viability of fire control systems at various assignments.   **POSITION: SECURITY AND FIRE FIGHTING SUPERVISOR**  **DUTIES/RESPONSIBILITIES:**   * Making weekly schedules for staff and assigning duties, verifying attendance, hours worked and manual adjustments of extra hours worked by staff, and post information onto designated records. * Maintaining operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures. * Attending emergency incidents including fires, road accidents, floods, terrorist incidents, spillages of dangerous substances, and rail and air crashes * Rescuing trapped people and animals * Monitoring and authorizing entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises * Minimizing fire damage by responding to alarms; driving and operating equipment; regulating water pressure; combating and extinguishing fires; rescuing and reviving people. * Maintaining fire station building, grounds, and related equipment by completing maintenance schedules * Answering telephone calls to make messages, answering questions and providing information during non-business hours or when switch board is closed * Inspecting and adjusting security systems, equipment or machinery to ensure operational use and to detect evidence of tampering   **POSITION: SECURITY OFFICER**  **DUTIES/RESPONSIBILITIES:**   * Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure premises security. * Operate detecting devices to screen individuals and prevent passage of prohibited articles to restricted areas. * Answering alarms and investigating disturbances. * Monitoring and authorizing entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises. * Writing reports of daily activities and irregularities, such as equipment or property * Damage, theft, presence of unauthorized persons, or unusual occurrences. * Calling police or fire departments in cases of emergency, such as fire or presence of unauthorized persons. * Circulating among visitors, patrons, and employees to preserve order and protect property. Reporting to the administration and management on matters related to scheduled activities * Responsible for welcoming visitors * Operating Communication system * Perform other duties and responsibilities as maybe assigned by superior.   **Responsibilities:**  **IT Technician**   * Preventive maintenance of ICT systems with Top Connections. * Installation, repair, configuration & maintenance of servers. * Installation, repair, configuration & maintenance of scanners and printers. * Installation, repair, configuration & maintenance of desktops, laptops, printers and servers. * Creation of firewalls. * Making backups and File system organization.   THE PRESIDENTS AWARD KENYA: Volunteer.  MRADI GREEN YOUTH BUNGE GROUP: Secretary.  KIAMBU HIGH SCHOOL: Scouts troupe leader.  KIAMBU HIGH SCHOOL: Secretary Young Christian movement. | |
| **Hobbies and Interests:** | | |
|  | | Reading motivational books, photography, adventure, Watching athletics and rugby and participating in social responsibility. |
| **Referees:** | | |

Available on request.