**PERSONAL DETAILS;**



Name Maurine

Gender Female

Nationality Kenyan

Marital Status Single

Language English , Arabic

Visa status visit Visa

E-mail: maurine.369468@2freemail.com

**OBJECTIVE**

I am an energetic, hardworking security guard who has a proven track record of safeguarding a client’s property and assets against acts of theft, fire and many other calamities

**WORK EXPERIENCE**

**KK SECURITY- Nairobi, Kenya**

**Position SECURITY GUARD**

**DURATION: September 2014 – January 2017**

 **Duties and Responsibilities**

* Creating a safe and comfortable working environment for employees and visitors
* Responding to emergency situations as they arise.
* Accurately reporting all incidences to my senior in chain of command.
* Conducting patrolling for period of time to ensure the area is safe.
* Detecting and preventing offences on site.
* Producing written reports.
* Monitoring CCTV cameras and other recording systems.
* Liaising with the emergency services, police, ambulance and fire service to resolve issues and maintain security and services.
* Controlling the entry and exit of vehicles and individuals to ensure safety access control.
* Making sure that no unauthorized persons enter in restricted areas
* Accurately updating administrative records and sheets

**EDUCATION BACK GROUND**

**2011– 2013:** I pursued my diploma course in secretarial from Siaya Institute of Technology.

**2012-2013**: Introduction to computers course. (Ms office)

**2005 – 2008:** I undertook my secondary school education at Kaudha mixed Secondary

 School, sat for the KSCE Examinations, attaining a mean grade of C-

**PERSONAL SKILLS**

* Good observation skills.
* Handling crisis and emergency situations.
* Able to work in adverse weather conditions.
* Knowledge of First Aid, safety rules as well as evacuation procedures and practices.
* Good public relations.
* Excellent time-management skills.
* Ability to communicate effectively at all levels.
* Customer care and service skills
* Attention to detail
* Working well with team members

**TECHNICAL SKILLS**

* Proficiency in Microsoft word, , Excel, and Access
* Customer care
* Time managements/utilization

**REFEREES**:

 Will be provided upon request