**CURRRICULUM – VITAE**

**Saraswati**



Saraswati-392883@2freemail.com

**Job application to work as a cashier.**



Career Objectives

To become a successful professional in the field and to work in a challenging and creative environment and affectively contribute towards the goals of the organization.

**I have 5 years of experience working as a Security Guard in Dubai. I am SIRA ID holder and available immediately to join your company.**



Academic Qualification

* SLC from Padmodaya Secondary School, Ramshah Path, Kathmandu, Nepal.

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|  |  | Work Experience |
| Company | : Ejadah Asset Management (Arkan Security Solutions) |
| Address | : | Dubai, UAE |
| Position | : | Receptionist / Security |
| Duty location | : Al Jalila Children’s Speciality Hospital, Al Jaddaf, Dubai |
| Duration | : | 1st Oct. 2018 to 9th May 2019 |

Duties and Responsibilities:

* Assisting visitors to the wards and units.
* Keeping records and entries of all visitors and delivery persons all the time.
* Following rules and procedures implemented by the management.
* Monitoring the lobby and the activities around.
* Record keeping of the incidents, preparing reports and escalating to the seniors.
* Maintaining calm and peaceful environment as the patient wont be disturbed.

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| Company | : Ejadah Asset Management (Arkan Security Solutions) |
| Address | : | Dubai, UAE |
| Position | : | Security Officer |
| Duty location | : Roxy Cinemas City Walk (Meraas) |
| Duration | : | 1st April 2017 to 30th Sep 2018 |

Duties and Responsibilities:

* To carry out regular equipment checks and report all equipment faults to the seniors and the relevant Contractor.
* To communicate between other departments, external agencies or the public in a professional and courteous manner at all times.
* Assisting customers and visitors in a proper and professional way with whatever help they require by remaining within the scope.
* To ensure the safety of the whole location and all equipment is maintained satisfactorily at all times.

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| Company | : Ejadah Asset Management (Arkan Security Solutions) |
| Address | : | Dubai, UAE |
| Position | : | Security Officer |
| Duty location | : Reel Cinemas Dubai mall, Marina mall & JBR (Emaar L & E) |
| Duration | : 15th October 2014 to 30th March 2017 |

Duties and Responsibilities

* To give safety and security first to the customers.
* Assisting customers with any kind of help needed within our scope.
* Handling the minor issues ( conflict/argument )
* Making incident report of any unusual incident and sending to the higher management for escalations and try to tackle the situation by taking initiative.
* Patrolling the permitted areas and reporting for any incidents.
* Handling lost and found issues.



**Computer Skill**

* Basic Knowledge of Computer.



**Professional Trainings**

* **Security Personnel** training by DPS in Dubai Police Academy in 2014.
* **Security Personnel** and **Health & Safety** training by SIRA in 2018.
* **First Aid** and **Fire Fighting** training by SIRA in 2018.
* **Firefighting** training from HSE (Emaar).
* **Customer Care** and **Access Control** basic training from Emaar Malls group.

**Language Known**

* Fluent in English both reading & writing.
* Fluent in Nepali both reading & writing.
* Fluent in Hindi both reading & writing.

**Personal Details**

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| Name | : | Saraswati Shrestha |
| Nationality | : | Nepali |
| Date of Birth | : | 18th Sep. 1991 |
| Marital Status | : | Single |
| Visa Status | : | Free zone |
| Gender | : | Female |

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