**ABE OLUWAFEMI**



**SECURITY**

Address: Ajman

Nationality: Nigerian

Visa Status: Tourist Visa (3months)

D.O.B: 25th April, 1989,

Email: abeoluwafemi-394594@2freemail.com

**CAREER OBJECTIVE**

Seeking a challenging job opportunity that will provide a platform for me to fully utilise my expertise

and become an expert in my profession as well as serve and be of value. Seeking a **job** with your company as a **security guard** to help minimize theft, protect the residents of the building, and use strong Strategies to enforce rules. I am Strong and hardworking, with One year experience working as **security**.

# WORK EXPERIENCE

# 1. GREAT MINDS COLLEGE NIGERIA (One Year Experience)

Security guard (November 2013 -October 2014)

Monitoring the school premises and trying as much as possible to reduce environmental hazards that may occur.

# 2. EXCEL KIDDIES PRIVATE SCHOOL. NIGERIA

**Administrator (November 2015 - July 2018)**

# ADMIN OFFICER

# A successfully acted as the point of contact for all employees, providingadministrative support and managing their queries. Main duties include managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing company records.

**3. ROYAL TECHNO MECHNO LTD. NIGERIA**

 **STORE MANAGER (August 2018 -March 2019)**

- Supervise placement of pilling reinforcing and structural steel activities

- Coordinate staff’s working hour and overtime details.

- Maintaining daily activities in log book for preparing monthly report.

- Plan, develop, and implement transportation health and safety, and security programs and activities

- Develop constructive and cooperative working relationships

**PERSONAL ATTRIBUTES**

* Excellent leadership including interpersonal, organisational and time management skills
* Dedicated, proactive, results-oriented
* Excels working individually & in a team
* Ability to work with minimum supervision
* Patient, analytical and an excellent team player
* A mature disposition and a sense of responsibility
* Good conflict and people management skills.
* Ability to apply and instil discipline fairly and consistently
* Excellent communication skills including planning and problem-solving skills
* Ability to inspire, guide and encourage young people
* Highly motivated and self-confident

**TECHNICAL SKILLS**

Microsoft Office: Word, Excel, PowerPoint, Internet and Email, SAP (ERP), Managing Files and Pastel

**LANGUAGE:** English: Fluent

**PROFESSIONAL QUALIFICATIONS**

**1. Security Industry Regulatory Agency SIRA (Security Guard Training centre Dubai) 7TH -11th July, 2019.**

**2. Basic Life Support( Security Guard) Dubai9th July,2019.**

**3. Basic Fire Safety (Fire Fighting and Safety protection Dubai 9th July,2019.**

**4. National Youth Service Corps (NYSC) 3rd November, 2015.**

**5. Bsc. ENTREPRENEURSHIP (Joseph Ayo Babalola University) Second class upper 29th November,2013**

**6. Federal Institute of Industrial Research Oshodi Lagos,Nigeria.(Fruit Juice Production) 1st-5th Dec.2008**

**7. West African Senior School Certificate (Secondary SchoolCertificate) December, 2005.**

**8. Primary School leaving (Caleb InternationalSchool)16th July,1999.**

**FOCAL AREAS STUDIED**

* Marketing
* Business/Job creation
* Business and Management
* Self-Reliance