**CURRICULUM VITAE.**

**PERSONAL INFORMATION.**

Name: William Languages: English and Swahili.

Nationality: Kenyan.

E-mail: William-395303@2freemail.com

**CAREER OBJECTIVE.**

An approachable, professional and helpful young person who is always quick to find a solution to any problem he encounters. William is passionate about getting things right the first time, and is always able to maintain an impeccable corporate image and high standards of professionalism in any task he performs. He is confident that any service he provides will meet an employer`s requirements. Right now he is seeking for a suitable entry level position with a reputable and exciting company such as yours.

**ACADEMIC QUALIFICATION.**

**International Safety and Training Centre Nairobi. 2015 - 2016**

Diploma in Occupational Safety and Health Pass.

**Ngenia High School 2010 – 2014**

Kenya Certificate of Secondary Education Pass.

**SECURITY GUARD SKILLS ACQUIRED.**

* Knowledge of modern security techniques and practices.
* Updating and maintaining appropriate security records.
* Good face to face communicator.
* Dealing quickly with emergency situations like fires or violence.
* Conducting external patrols to prevent theft and unauthorized entry.
* Dealing with all lost and found property.
* Maintaining an accurate record of any incidents that occur.
* Using different alarms for security purposes.
* Observing all activities at premises.

**KEY COMPETETENCES**

* A flexible approach to working shifts as required to uit business requirements.
* Committed to complying to the highest work place standards in terms of attendance, health and safety, and conduct towards the public.
* Excellent verbal and written communication skills.
* Comfortable working alone or as a part of a team.

**PROFESSIONAL EXPERIENCE**

ORGANISATION DESIGNATION DURATION

**KK Security Services Kenya Security Guard 2018 – 2019**

**Responsibilities.**

* Patrol the premises and adjacent areas.
* Direct traffic to and from the main building.
* Perform safety inspection in order to flail off any negative activity.
* Check identity cards of personnel before admitting into the building.
* Take necessary action on spot when needed.
* Prepare detailed reports and records.

**Securex Agencies Kenya Ltd Custodian/ Watchman 2017 - 2018**

**Responsibilities**.

* Controlled access to premises, issued security passes and directed visitors to appropriate department.
* Attend to persons/ patients with special needs.
* Patrolled assigned areas and kept an eye on suspected activities.
* Checked identification of visitors.
* Operated security control-room equipment to monitor activities.

**REFERENCE:**

Available upon Request.