***CURRICULUM VITAE***



***LINDA***

***Dubai, United Arab Emirates.***

## PROFILE:

***Post Apply For Security Job***

***A young self-motivated individual seeking a challenging career development opportunity in a dynamic environment, creative and innovative with the ability to transfer skills and work effectively. Very confident and possess very strong communication skill as well as being able to communicate in all levels.***

***Company Details: in JUMEIRAH Dubai, U.A.E.`***

***Position Title : Security Officer/ Office Assistant***

***Duration : From 2018 till date***

*Duties:*

* *Pro-actively ensuring the protection of merchandise, property and assets.*
* *Creating a safe and comfortable working environment for employees and visitors.*
* *Directing emergency vehicles and other traffic if a major incident occurs.*
* *Responding to emergency situations as they arise.*
* *Accurately reporting all incidents to senior managers.*
* *Preventing and detecting offences on site.*
* *Conducting searches of personnel, vehicles and bags etc.*
* *Producing written reports.*

***Company Name : World Security Dubai, U.A.E. Position Title : Security Guard***

***Duration : From 2016 to 2017.***

* + *Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.*
  + *Obtains help by sounding alarms.*

*Controls traffic by directing drivers.*

# Company Name : Ghana Police Position Title : Police Officer Duration : 2013 to 2016.

## EDUCATION QUALIFICATION:

* ***D.P.S Certificate in Dubai, U.A.E.***
* ***High National Diploma Certificate***
* ***WASSCE Technical Senior High School in Ghana.***

***DUTIES & RESPONSIBILITY:***

Protect property and lives by patrolling the area. Monitor entrance of property through surveillance.

 Identify visitors and ask for appropriate documents.  Guard Against thief and maintain security.

Respond to alarms and calls of distress.

Stop suspicious people and ask for identification. Investigate thief and file police reports.

Call for aid if necessary.

## COMPUTER SKILLS:

1. *Good knowledge in Ms-Office (Word, Excel, PowerPoint)*
2. *Good Typing.*

## PERSONAL APPRAISAL:

 Good communication skills.

 Sincere, Honest and Dedicated.

Hardworking, Self-motivated and result oriented. Achieve sales targets set by the management.

Amazing ability to walk, sit and stand for long times without getting tired. Superb interpersonal skills and exceptional ability to for greater customer satisfaction.

## LANGUAGES KNOWN:

 Fluent in English,

: Speaking Reading and Writing.

## PERSONAL INFORMATION:

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## Date of Birth : 21 August, 1981

***Marital Status : Married***

***Gender : Female***

***Religion : Christian***

***Nationality : Ghanaian***

***Visa Status: : Cancellation.***

***Personal Contact :*** [***linda-399197@2freemail.com***](mailto:linda-399197@2freemail.com)

***Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598***

***Email:*** [***feedback@gulfjobseeker.com***](mailto:feedback@gulfjobseeker.com)

***DECLARATION:***

I hereby assure you that all the above-mentioned information is true and correct to the best of my knowledge and belief. If given a chance to serve under your control I am assuring that I shall discharge my duties to the fullest satisfaction to my superiors.

***LINDA***