



# ANANDU B

## SUMMARY

Resourceful professional offering a history of success coordinating and monitoring operations across various departments. Effective leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency

## WORK EXPERIENCE



### Security Officer

Orion Security Services

Abudhabi, UAE

2022 - 2024

#### Roles & Responsibilities :

- Ensure that guests sign in upon arrival and exit.
- Make guests aware of rules that must be adhered to.
- Remove trespassers or unwanted individuals from the property.
- Contact the relevant authorities if a crime is committed or an accident occurs.
- Report to supervisors on a regular basis.
- Record any suspicious activities to the supervisor.



### Logistics Assistant

Imperial Tobacco Company of India Limited

Thiruvananthapuram, Kerala, India

01 Years

## EDUCATION



### Logistics and Supply Chain Management

LBS

Thiruvananthapuram, Kerala, India

2021



### BA (English)

Bharathiar University

Coimbatore, India

2021



### ITI (Plumber)

Govt ITI

Attingal, Kerala, India

2018



### Higher Secondary

Vocational Higher Secondary Education

Kerala, India

2016



### Secondary

Board of Public Examination

Kerala, India

2014

## DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

ANANDU B

## CONTACT ME



+971-569259008



anandub920@gmail.com



Dubai, UAE

## PERSONAL INFO

Nationality : Indian  
Gender : Male  
Marital status : Single  
Date of Birth : 02/01/1999

## KEY SKILLS

- Safety and Security
- Report Writing
- Criminal Law Knowledge
- Screening Wands
- Report Generation
- Customer Experience
- Workload Delegation
- Company Procedure Adherence
- Document Generation

## SOFTWARE PROFICIENCY

MS Office

Word | Excel | PowerPoint

## PASSPORT DETAILS

Passport No : S5157304  
Date of Issue : 26/09/2018  
Date of Expiry : 25/09/2028

## LANGUAGES KNOWN

English

Hindi

Malayalam

Tamil