

## **CURRICULUM VITAE**

### **PERSONAL INFORMATION**

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**Nationality** :Kenyan



### **CAREER OBJECTIVES**

To exploit my full potential and give my very best in all that I will be assigned, to add value to the organisation and our societies. Invent new way and strategies to the organisation.

### **KEY PROFESSIONAL SKILLS AND COMPETENCES**

- Strong communication skills and interpersonal skills
- A reasonable level of physical fitness
- Reporting skill, mature and reasonable attitude to work
- Abilities to write reports and follow written instructions.
- Honestly, polite and team player.
- Work well under pressure as part of a team.
- Well-groomed appearance.
- Polite, respectful, and courteous manners.
- Responsible, efficient, and flexible.
- Ability to work in a fast-paced, intense environment smoothly.

## **WORK EXPERIENCE**

**ORGANISATION.OPTIMIZE SECURITY QATAR.**

**POSITION.** SecurityTeam Leader

**EXPERIENCE FROM.** Oct 2017 to Jan 2023

### **WORK AS A SECURITY TEAM LEADER IN FOLLOWING LOCATIONS**

- CITY CENTRE ROTANA HOTEL Qatar
- CITY CENTRE MALL Qatar
- JW Marriott Qatar

### **KEY RESPONSIBILITIES**

#### **SECURITY GUARD**

- To respond quickly and correctly during crisis.
- CCTV and fire command control room operator.
- Maintain order among people.
- Receiving guest and identifying of visitors and ask for their proper identification.
- Secure premises and personnel.
- Operates the fire panels at various 5 stars hotels, as well as gas panels and smokes panels.

- Respond to alarming sound and counter check the causes.
- Arrange my fellow guards during day-to-day operation as authorised by management.
- Monitor the guest luggage during arrival through scanning machines.
- Arrange the uniforms to be used by participating departments during fire drill and for the HOD.
- Watching movements of guest and cars visiting our premises through cctv operations
- Guide the guest and brief them regarding emergency exit and procedures to undertake in case of emergency.
- Writing all the incidents report of all day-to-day operation
- Control of traffic during busy hours.
- Patrolling and counter check of all faults and reports them for check up
- Resolves issues according and come up with suitable ideas or justice.
- Follow rules and regulations as per standard of performance states.

### **TRIBLE ART KENYA FROM 2015 June -March 2016**

#### **Position held Guest relationship**

#### **DUTIES AND RESPONSIBILITIES**

- Opening the main entrance door and welcome guest and visitors to the hotel.
- Assist the guest for check in or out.
- Transporting guest luggage to and from the room upon request
- Escort the arrival and departure guest/visitors to and from accommodations.
- Respond to guest request in the hotel, continuing efforts to deliver outstanding guest services and financial profitability.
- Arrange transport, e.g., taxi cabs, shuttle for the guest or visitors.
- Inform the guest/visitors regarding the hotel services and hours of operation.

Report all guests complain to the manager for further

- assistance.
- Aware the guest regarding the premises and restaurant and any other activities.

### **EDUCATIONAL SUMMARY**

**Year of Study: FEB 2008- NOV 2011**

GATHIGA SECONDARY SCHOOL

QUALIFICATIONS

Certificates in secondary education

### **KIHARA PRIMARY SCHOOL**

**Year of study JAN 2000 – NOV 2007**

CERTIFICATE IN PRIMARY EDUCATION

### **Skills**

Manufacturing skills

### **HOBBIES**

TRAVELING

READING

**Referees**

Upon request.