



CONTACT ME

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- Abu Dhabi, UAE

EDUCATION

- Bachelor of Business Administration**
Annamalai University | Pursuing
- Diploma in Process Control Instrumentation**
University of Kerala | 2017
- Higher Secondary**
State Board of Higher Secondary Education | 2014

KEY SKILLS

- Security Operations
- Customer Service
- Administrative Support
- Technical Troubleshooting
- Document Management
- Safety Management
- Inventory Management
- Schedule Coordination
- Database Administration
- Quality Control and Assurance

BIBIN BIJU

PROFILE SUMMARY

Proven professional with a strong track record in efficiently managing diverse tasks, meeting deadlines and maintaining a positive mindset. Exceptional organizational skills and adaptability in fast-paced environments. Known for fostering collaboration and ready to take on additional responsibilities to contribute to team objectives. My commitment to excellence ensures results aligned with collective goals.

WORK EXPERIENCE

PSBD Security Guard

Skill Force Security Services, Abu Dhabi, UAE

Feb 2020 - Present

Roles and Responsibilities

- Conduct regular patrols of assigned areas to ensure the security of premises and safety of personnel.
- Respond promptly to alarms, emergencies and incidents.
- Provide assistance and support during emergency situations, including evacuations.
- Provide administrative support to the security department, including scheduling, preparing reports and managing correspondence.
- Maintain accurate records of daily activities, incidents, and observations.
- Conduct routine checks on security systems, equipment and devices.
- Ensure compliance with PSBD regulations and security protocols.
- Assist visitors and employees with directions and information.
- Handle complaints and resolve conflicts professionally.
- Demonstrate reliability, punctuality and responsibility in all duties.

Instrument Technician

Axxon HR Solutions, Abu Dhabi, UAE

Oct 2017 - Nov 2019

Roles and Responsibilities

- Calibrate instruments to ensure accurate measurements, following specifications and industry standards.
- Conduct regular maintenance checks on instruments to ensure they are functioning correctly and efficiently.
- Diagnose and repair faults in instrumentation and control systems to minimize downtime and maintain operational efficiency.

TECHNICAL SKILLS

- **MS Office**
Word | Excel | PowerPoint
- Oracle Opera
- DMS

PERSONAL INFO

- Nationality : Indian
- Gender : Male
- Date of Birth : 24/07/1996
- Passport No. : P1805329
- Date of Expiry : 18/12/2026

LANGUAGES



English



Malayalam



Hindi



Tamil

- Ensure all instruments are compliant with quality standards and regulatory requirements.
- Keep accurate records of all maintenance, repairs and calibrations performed on instruments.
- Adhere to all safety guidelines and protocols to ensure a safe working environment.
- Plan and execute upgrades to instrumentation and control systems to improve performance and efficiency.

SOFT SKILLS

- Communication
- Team Leadership
- Critical Thinking
- Time Management
- Problem Solving
- Decision Making
- Adaptability
- Attention to detail

STRENGTHS & QUALITIES

- Patience when dealing with others.
- Diligence in ensuring accuracy and quality in work.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.
- Encouraging and inspiring people to do their best.

DECLARATION

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

BIBIN BIJU