



**GEVANUS GASESE MENSAH**

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**Dubai UAE**

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**POST APPLIED FOR: "SECURITY GUARD"**

#### **OBJECTIVE**

A Suitable position with an organization where I can Utilize the best of my skills and abilities that fit to my Education, skills and experience a place where an encouraged and permitted to be an active participant as well vital contribute on development of the Company

#### **SUMMARY OF QUALIFICATION:**

- ♣ Ability to perform multi task effectively
- ♣ Hard Working
- ♣ Leadership
- ♣ Good Team player
- ♣ Can work under pressure

#### **EXPERIENCE:**

<b>Company</b>	:	Transguard Group L.L.C
<b>Location</b>	:	Dubai UAE
<b>Position</b>	:	Security Guard
<b>Duration</b>	:	September 2021 to till date

#### **Duties & Responsibilities:**

- Access control
- Dealing with all types of complaints concerning clients and customers.
- Monitoring and detecting customers to avoid shoplifting.
- Directing emergency vehicles and other traffic if a major incident occurs
- Handling daily activities of the department.
- Maintain highest level of Quality Service
- CCTV Monitoring
- Maintaining log book
- Lost & found handling
- Liaising with the emergency services, police, ambulance and fire services to resolve issues and maintain security and service
- Allowing access of contractors and customers
- Patrolling and making sure that all health and safety is implemented always
- Reporting any property damage

**Company** : Mahmood Malik International/Union Co-Operative  
**Location** : Dubai UAE  
**Position** : Merchandiser/ Salesman  
**Duration** : 2017 to 2020

**Duties & Responsibilities:**

- Supervises a specialized group of clerical employees to ensure that proper merchandise and amount are ordered
- Conducts physical inventory of merchandise and informs manager of inventory status
- Acts as an Assistant Buyer and supports manager with selection and quantity of merchandise; determines pricing; recommends promotions, sales and markdowns
- Inform regular customers of new products or services and price changes.
- Write customer orders and sales contracts according to company guidelineAssists customers with special orders and catalog orders; responds to inquiries and complaints; directs customers to merchandise and provides assistance in the selection of merchandise; and provides price trends and product information
- Ensure high levels of customer satisfaction through excellent sales service
- Assess customers' needs and provide assistance and information on product features
- Welcome customers to the store and answer their queries
- Follow and achieve department's sales goals on a monthly, quarterly and yearly basis

**Company** : Glory Oil Company Ltd  
**Location** : Accra, Ghana  
**Position** : Security Guard  
**Duration** : 2013 to 2016

**EDUCATION QUALIFICATION:**

- ♣ High School College Certificate from Ghana

**COMPUTETR SKILLS:**

- ♣ MS Windows, MS Office (MS Word, MS Excel, MS PowerPoint)
- ♣ Internet & Email

**PERSONAL PROFILES:**

Name : **GEVANUS GASESE MENSAH**  
Date of Birth : 15-02-1993  
Nationality : Ghanaian  
Gender : Male  
Marital Status : Single  
Languages Known : English

**PASSPORT DETAILS:**

Passport No : G3081740  
Date of Issue : 09-05-2021  
Date of Expiry : 08-05-2031  
Visa Status : Employment Visa

**CONCLUSION & DECLARATION:**

I here by certify that the above mentioned Statement is correct & true to the best of my knowledge & belief.

**GEVANUS GASESE MENSA**