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| CURRICULUM VITAE  **Mr. Robin Shateya Kagwe.**  **Mob No: +971 557991523.**  **Email: robinshateya105@gmail.com**  **Nationality: Kenyan.**  **Age: 25 Years.**  **Marital Status: Singe.**  **Location: Dubai, United Arabs Emirates (UAE)**  **Availability: Immediately.**  PERSONAL STATEMENT.  Diligent and detail-oriented professional seeking a challenging position as a CCTV Operator/Data Entry Specialist, where I can leverage my expertise in surveillance management and data entry to contribute to organizational efficiency and security. With a proven track record in monitoring and analyzing CCTV footage for security purposes and a keen eye for accuracy in data entry, I am eager to bring a comprehensive skill set to a dynamic workplace.  ATTRIBUTES   * Proficient in Microsoft office * Accuracy * Vigilance * Efficiency * Organization * Detail-oriented * Multitasking * Analysis   WORKING EXPERIENCE  APRIL 2023 - JULY 2023.  SOUS CHEF.  KAREN INN AND SUITES.   * Directs food preparation and collaborates with executive chef. * Helps in the design of food and drink menu. * Produces high quality plates, including both design and taste. * Assists with menu planning, inventory, and management of supplies. * Ensures that food is top quality and that kitchen is in good condition. * Keeps stations clean and complies with food safety standards. * Offers suggestions and creative ideas that can improve upon the kitchen’s performance. * Prepares food properly. * Orders food supplies. * Monitors and maintains kitchen equipment. * Solves problems that arise and seizes control of issues in the kitchen.   June 2021- March 2023.  Data Entry Analyst  MOSMART LIMITED, KENYA   * Preparation of final analysist reports and breaking down the market trends to enable business identify the target market to be able to grow their business. * Creation of reports and filtering data to impact performance and identification of problems.   Debugging corrupted data and information and fixing coding and other errors.   * The extraction of primary and secondary data to be able to come up with up to day. Development and maintain of a database and all its data. * Assessment of integrity of data.   Nov 2020-May 2021  Data Entry Clerk  MILIMANI LABOUR COURT, KENYA   * Scanning of court files and proceeding. * Uploading of scanned files to a court tracking system and judicial database. * Data entry and digitalization of the court system via the keying of data and updating data in the database. |
| Dec 2019- Apr 2020  CCTV Operator  Kenyatta National Hospital, Kenya   * Keep a vigilant eye on live CCTV feeds to detect and respond promptly to any suspicious activities or security breaches. * Analyze recorded footage to investigate incidents, accidents, or violations. * Coordinate with security personnel or law enforcement in case of security threats or breaches. * Alert appropriate authorities and follow established protocols in emergency situations. * Operate and control CCTV equipment, including cameras, monitors, recording devices, and video management systems. * Conduct regular system checks to ensure proper functioning and address any technical issues promptly. * Work closely with security personnel to enhance overall security measures. * Provide support during security-related investigations and activities. * Maintain detailed records of surveillance activities, incidents, and actions taken. * Prepare reports on security-related incidents and activities. * Ensure the proper installation, positioning, and maintenance of CCTV cameras for optimal coverage. * Perform routine inspections and coordinate repairs or replacements as needed.   EDUCATIONAL BACKGROUND.  ST. PAULS UNIVERSITY  2020.Diploma in Criminology and security management.  2019. RIARA UNIVERSITY.  2019- Diploma in Public Relations.  2019- Diploma in Business management.   * + 1. 2018-Alison Online Courses.   Certificate in Critical Skills for Entrepreneurs.   * + 1. 2018- Jubilee Catering Training Centre.   Certificate in Catering.   * + 1. 2018-Riara University.     2. Certificate in ethical hacking and information security..     3. Certificate in ICDL.   4.2014-2017.Tumaini High School. Kenya Certificate of Secondary Education.  5. .2009-2013. Brainston Academy. Kenya certificate of primary Education  LANGUAGE   * English - Native * Swahili – Native.   REFERENCE**:**  Available upon request  **DECLARATION**  ***I certify that the above information is true and correct to the best of my knowledge information and belief.*** |