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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 AnalystMOSMART 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 2021Data 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.
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| Dec 2019- Apr 2020CCTV 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 UNIVERSITY2020.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 EducationLANGUAGE * 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.***  |