



sagar.sunar.ss6990@gmail.com



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Dubai, UAE 9966

EDUCATION

High School Diploma,
Commerce - Merit

**Florida International
Boarding Higher Secondary
Sc**, Mahendranagar, Nepal
January 2013 - January 2015

Certified Logistic and Supply
Chain Management Pro,
Logistic and Supply Chain -
Merit

Zabeel Institute, Dubai, UAE
December 2023 - March 2024

LANGUAGES

English

Advanced

Nepali

Native

Hindi

Fluent

SAGAR SUNAR

PROFESSIONAL SUMMARY

Talented security professional skilled at conducting building patrols, securing entrances and exits and keeping visitors under constant surveillance. Dependable in writing reports, updating records and handling simultaneous tasks in fast-paced settings. Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results. Energetic employee well-versed in strong communication and organisation skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects.

WORK HISTORY

March 2020 - Current

Spark Security Service - Security team leader, Dubai, UAE

- Expertly managed CCTV, access control systems and alarm systems to deliver Report to the Client.
- Patrolled property during open hours, observing activities and deterring vandalism or criminal activity.
- Deterred criminal activity, vandalism and general misconduct by providing highly visible security presence and patrols.
- Analysed and produced course-of-action reports, escalating security concerns to management when necessary.
- Enforced safety protocols through increased video surveillance and effective access control.
- Checked ID cards and documented details in security log.

February 2018 - January 2020

Bhat Bhateni Super Market - Warehouse assistant, Kathmandu, Nepal

- Operated warehouse machinery with due care and attention, maintaining safe, secure working environments.
- Checked incoming goods against delivery documentation, reporting missing or damaged items for prompt resolution.
- Provided dependable support with day-to-day warehouse activities, consistently meeting quality and productivity standards.
- Processed inbound stock deliveries, safely operating forklift equipment to unload and transport heavy pallets.

January 2017 - March 2018

Hotel Kathmandu In - Receptionist, Kathmandu, Nepal

- Issued visitor and contractor passes and recorded visits on security system.
- Tracked daily activities and important metrics with spreadsheets.
- Offered knowledgeable, friendly support to in-office guests.
- Solved administrative and customer service issues with knowledgeable assistance and friendly support.

- Answered 100 telephone calls per day, compiling detailed notes and promptly forwarding as required.
 - Coordinated travel flights, accommodation and itineraries for office staff.
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SKILLS

- First Aid at Work
 - SIA training
 - Emergency response
 - Security camera monitoring
 - Premises patrol
 - Surveillance
 - Building management
 - Security operations experience
 - Safety and security
 - File and records management
 - On-site security
 - SIA licence holder
 - Emergency management
 - Incident reports
 - Superb surveillance skills
 - Site patrolling
 - Hand-held wand operation
 - Road policing
 - Primary and secondary controls
 - CCTV monitoring
 - Radio communications
 - Firearms expertise
 - Microsoft Office
 - Visitor registration
 - Customer service
 - Excel proficiency
 - CPR and First Aid
 - Reporting skills
 - Physical stamina
 - Emergency evacuation
 - Loss prevention
 - Knowledge of Using Software
 - Problem-solving
 - Leadership
 - Communication skills
 - Crowd Management
 - Access control
 - Materials handling and transport
 - Order picking and processing
 - Machinery operation
 - Logistical planning
 - Logistics management
 - Self-motivated
 - Warehouse Management System
 - Conflict management
 - Guest services
 - Service management
 - Hospitality services
 - Keen problem solver
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HOBBIES AND INTEREST

- Travelling, Singing and Communicate with other People
 - Reading Books
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AWARDS, ACCOMPLISHMENTS, AND HONORS

Best Guard Award 2021

CERTIFICATIONS AND LICENSES

Certified Logistic and Supply Chain Management Professional

