



CURRICULUM VITAE

**Sandeep Kumar
Dwivedi**

Current Address: Al Karama, Dubai, UAE

Permanent Address: Punjab, India

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Visa Status: Employment

Passport Details: P4245614 (Issued: 15-November-2016 Expiry: 14-November-2026)

Objectives

To work in an organization of in a challenging atmosphere where I can utilize best of my education, skills and experience for organization's growth. A highly motivated and hardworking individual looking forward challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

Skills and Abilities

- Very energetic result oriented and organized.
- Capable to work under pressure.
- Physical mobility and stamina to do multitasks.
- Extremely hardworking self-motivated and able to work independently and in team environment under supervision.
- Time Management.
- Honest, punctual and responsible.
- Professional and positive attitude.
- Quick Lerner, Self-confident.
- CCTV camera monitoring.
- Good Command MS Office
- Security and Safety
- Emergency Response
- Telesales
- Good communication

Work Experience

1. CCTV Operator in Clairvoyant Facility Management Dubai Branch, UAE (Present)

Duties and responsibilities:

- Operating and monitoring all surveillance security system and cameras within control room efficiently. Maintaining the footages backup as per client requirements.
- Provided high-quality CCTV evidence of crime and anti-social behavior.
- Carried out and logged daily equipment checks, reporting all faults and failures as soon as they occur.

- Camera replacing, set, focus and cleaning.
- Kept control room clean, tidy and hazard free at all the times.
- Kept all logs, reports and records up to date and accurate.
- Respond to emails, calls, radio inquiry in polite and courteous manner.
- Provided clear and timely communication to security officers, management on key incidents.

2. Security Guard cum CCTV Operator in G4S Secure Solutions LLC, Dubai Branch UAE (Duration-6 Years 2017-2023)

Duties and responsibilities:

- Reviewing the CCTV cameras recording and maintaining the footages backup as per client requirements.
- Operated and monitored all surveillance security system and cameras within control room efficiently.
- Provided high-quality CCTV evidence of crime and anti-social behavior.
- Carried out and logged daily equipment checks, reporting all faults and failures as soon as they occur.
- Camera replacing, set, focus and cleaning.
- Kept control room clean, tidy and hazard free at all the times.
- Kept all logs, reports and records up to date and accurate.
- Respond to emails, calls, radio inquiry in polite and courteous manner.
- Provided clear and timely communication to security officers, management on key incidents
- Maintaining the security guard's attendance and database.
- Dealing with the vendors for procurement of security items.
- Handling vendor's invoice processing for monthly payments.
- Recorded all events, incidents and action accurately.
- Maintaining lost and found items.
- Assigning access card, activation/deactivation of the access cards on LENEL through (On Guard) application. GPS fitted vehicle monitoring through GPS tracker (Samtech Smart Trace) application.

3. Admin Assistant in Mahamaya Girls Inter College, India (Duration-5 Years 2011-2016)

Duties and responsibilities:

- Maintaining complete database of students.
- Respond to emails and calls from student's parent for information, inquiry with the help of Administrative officer.
- Maintaining attendance for housekeeping and security staffs keep stock of stationary and grocery and place order when necessary (keep materials issuance and stock record).
- Dealing with school transportation in-charge and drivers in order to changes in route plan, and rescheduling in the bus timing.
- With the help of Administrative officer make arrangements for college events as parents-teachers meeting, exhibitions and festive celebration.
- Question paper formatting, editing and printing as per standard format.
- Effectively manage incoming and outgoing mails on regular basis, maintaining prompt response and filing for maximum office efficiency.
- Manage courier's service and materiel in/out records.
- Period of student's new admission, submission of admission applications form along with the required documents need to arrange and keep in a proper way for further process.

4. Data Entry Operator Gulf Jobs consultants, India (Duration-1year 2008-2009)

Duties and responsibilities:

- Customer service.
- Managing database of applicants on daily basis.
- Scan documents/certificates and keep it in the PC for further process.

- On required basis handling applicant's PP and other necessary certificates.
- As per client's guidelines respond to the emails and phone calls for enquiry and information from applicants. Managing visitor's In/Out log.
- Register new customer account details in system.
- Encourage customer's feedback to deliver information to management for process improvement.

Education

- **Graduation**- Bachelor of Arts- Agra University (Passing Year-2012)
- **Intermediate (12th)** passed from Uttar Pradesh Board of Education (Passing Year-2006)
- **High school (10th)** passed from Uttar Pradesh Board of Education (Passing Year-2004)

Professional Education

- **Post-Graduation Master of Computer Application**- Lovely Profession University, Punjab (Passing Year-2016)
- **CTTC** (Computer Teacher Training Course) (Passing Year-2008)
- Intermediate level of English Knowledge (Reading, Writing, Speaking)
- Two wheeler and four wheeler driving skill. (Indian License)

License/Certificates

- SIRA License (The Security Industry Regulatory Agency, Dubai)
- Driving License (Ministry Of Road Transport & Highways, India)
- Basic Life Support Certificate (The Security Industry Regulatory Agency, Dubai)
- Basis Fire & Safety Certificate (The Security Industry Regulatory Agency, Dubai)
- CCTV Operator License (The Security Industry Regulatory Agency, Dubai)

Personal Details

Full Name	:	Sandeep Kumar Dwivedi
Father Name	:	Mr. Rakesh Kumar Dwivedi
Date of Birth	:	05 th July 1990
Religion	:	Hindu
Gander	:	Male
Marital status	:	Unmarried
Language known	:	English, Punjabi, Hindi
Color	:	Fair
Height	:	5.7 ft.
Weight	:	74 kg

Hobbies

Traveling, interact with new peoples, reading books, playing cricket, workout in Gym, and learning new languages.

Declaration

I do hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.

Place: Dubai

Sandeep Kumar Dwivedi