

Security Cv

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CAREER OBJECTIVE

Objective: Grow and develop in a dynamic environment as a Security personnel. Increase sales and customer base to achieve company's sales objectives and stay ahead of competition.

Summary of qualifications

- ✓ Dependable customer service professional offering more than 2 years of experience in multiple roles including closing sales. I am Proficient in customer conversion and team leader, with strong communication and organization abilities, and high understanding in different multicultural backgrounds. Expertise in improving processes and maximizing customer satisfaction.

PERSONAL DETAILS

- ✓ Date of Birth : 10 April 1981
- ✓ Nationality : Egyptian
- ✓ Visa Status : Employment visa,
- ✓ Notice Period : available immediately.

PROFESSIONAL EXPERIENCE:

WORK EXPERINCE

First choice group 30 may 2018... up to date

Security guard:

- Welcoming and greeting visitors and customers in a polite and customer focused manner.
- Respond to customers queries promptly.
- Produce accurate and comprehensive incident reports.
- Help customers to fill forms where necessary.
- Issuing appropriate passes to visitors and staff members.
- Perform patrol duties at various work sites of buildings and grounds.
- Check, inspect and determine gates, main and rear doors, windows and backyards are secure.
- Inspect and verify equipment and machinery if they are in good condition.
- Check and inspect work premises for any wat er pipe, leakages, fire hazards and other risk factors.
- Guard company's property and assets against thefts and fire hazards.
- Check and screen visitors entering the guarded premises.
- Monitor and report rules violations like loitering and smoking at a work place.

Office assistant/Store clerk

- Serving as the primary receptionist (answering and directing incoming calls and greeting, directing, and assisting visitors).
- Maintaining contacts and calendars via Outlook.
- Ordering, stocking, and distributing office supplies.

- Making photocopies, sending faxes, shredding documents.
- Planning and scheduling meetings and appointments.
- Organizing and maintaining paper and electronic files.

PROFESSIONAL QUALIFICATIONS

- Customer service (Handling Difficult customers, Telephonic skills, Business Etiquette, Handling Complaints)
- IT skills
- MS Office (Word, Excel & PowerPoint)
- International computer driving licenses(ICDL)
- Cashier skills
- Acting and role playing

SKILLS

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| ▪ Ability to meet & exceed the set goals and objectives | through to the completion of tasks. |
| ▪ Excellent customer service | ▪ Ability to work under pressure both independently and in a team. |
| ▪ Good interpretation and demonstration skills | ▪ Excellent command of English both verbal and written. |
| ▪ Creativity and flexibility have been fundamental in producing achievements. | ▪ Data entry and admin skills. |
| ▪ Quick learner & self-motivated to follow | |