

AMIR KHAN

SECURITY GUARD

Career summary

A punctual, reliable and physically fit professional who can offer your company a wide-range of quality security guard services based on his superior leadership, unquestioned integrity and diverse expertise. Amir possesses high integrity, a strong work ethic and has a long track record of successfully preventing and deterring crime. He can pass any medical examination, criminal background check and drug screening tests. He would like to work for a company that offers extensive training and has excellent supervision and professionalism throughout its entire staff.

Work experience

Retailers

SECURITY GUARD June 2008 – Present

Responsible for the smooth and efficient running of the security team and for circulating amongst visitors, patrons and employees to preserve order and protect property.

Duties:

- Maintaining building security.
- Inputting visitor details into tracking systems.
- Dealing with safety and security violations.
- Issuing badges to visitors.
- Ad-hoc admin duties.
- Destroying and transporting confidential documents.
- Observing, reporting, and investigating any suspicious activity.
- Checking permits on vehicles entering or parking.
- Completing routine paperwork.
- Reporting all safety hazards to a supervisor.

Local Government

SECURITY OFFICER July 2006 – May 2008

Quality Hotel

ADMINISTRATIVE ASSISTANT April 2006 – July 2006

Academic qualifications

Nuneaton University 2003 – 2006

BA Business Management

Nuneaton College 2001 – 2003

A levels Maths (A)
English (B)
Geography (A)
Physics (D)
Accounting (B)

Key skills

AREAS OF EXPERTISE

- Parking rules
- Crime prevention
- Access control
- Checking ID's
- Observing
- Complaint handling
- Controlling traffic
- Searching people

SECURITY SKILLS

- Performing security patrols of designated areas on foot or in a vehicle.
- Following emergency procedures.
- Customer relationship management.
- Dealing with demanding people.
- Able to understand written and verbal orders.
- Can lift and push well over 50 pounds.
- Superb Excel and Microsoft Office skills.
- Ability to multi task with strong attention to detail.
- Strictly following procedures.
- Identifying critical issues quickly and accurately.
- Sharp attention to detail.
- Detail-oriented with strong organizational and follow up skills.
- No criminal convictions.
- Dealing with health and safety issues.
- Complying with legal requirements.
- Preparing risk assessments.
- Excellent people skills.
- Watching a bank of TV monitors looking for suspicious activity.

PERSONAL SKILLS

- Ability to see, hear and communicate clearly.
- Ability to work autonomously, with minimal supervision.
- Superb verbal and written communication skills.
- High level of integrity and confidentiality.
- A courteous and professional manner.
- Strong sense of responsibility.
- Excellent attendance and punctuality standards.

REFERENCES

Available on request.

CONTACT DETAILS

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