

SAO

SAMUEL AMPONSAH OKYERE

Security Guard / Administration Clerk

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Current Address: Doha Qatar

PERSONAL SUMMARY

AREAS OF EXPERTISE

- ❖ *Event steward*
- ❖ *Conflict resolution*
- ❖ *Fire safety Crow*
- ❖ *control Supervising*
- ❖ *Deductive Reasoning*
- ❖ *Administration*
- ❖ *Health & safety*

A highly resourceful, flexible, innovative, and enthusiastic security guard. Experienced in promoting a safe environment for staff and customers and able to respond effectively to crimes, fires and medical emergencies.

Having extensive knowledge of relevant safety equipment, policies, procedures, and strategies to deal with emergency situations. Possessing excellent written and oral communication skills and able to write reports to managers about daily activities and irregularities.

Looking for a position with an exciting and ambitious company that provides room for progression.

WORK EXPERIENCE

TEYSEER SECURITY SERVICE

October 2015 To Present (Deployment of Trained Security Guards)

Responsible for maintaining the security of the premises and doing this by circulating amongst visitors, patrons and employees to preserve order and protect property. Warning people of infractions or violations and evicting violators from the premises.

DEPLOYED LOCATIONS

- ❖ *Naas Group Real Estate*
- ❖ *Al-Jazeera*
- ❖ *CCJV (Laffan Refinery)*
- ❖ *Qatar Dior Vince Construction (QDVC)*
- ❖ *Qatar Petroleum QP*
- ❖ *Qatargas Operating Company LTD. (Admin Clerk)*

DUTIES:

- ❖ Providing a visible onsite security and deterrent presence.
- ❖ Watching out for, reporting and dealing with suspicious or unusual activity.
- ❖ Patrolling & monitoring offices, floors, general building and outside car park.
- ❖ Dealing with hostile customers and escorting them from the building.
- ❖ Apprehending and detaining suspected shoplifters until the arrival of the police.
- ❖ Meeting and greeting official visitors.
- ❖ Locking up premises and making sure that doors, windows and gates are secured.
- ❖ Completing fire alarm and health and safety checks.
- ❖ Monitoring and authorizing entrance and departure of employees & visitors.
- ❖ Dealing with emergencies as they arise.
- ❖ Answering telephone calls and providing information during non-business hours.
- ❖ Reporting any incidents of concern to site inspectors
- ❖ Responsible for monitoring and operating CCTV cameras and Alarm Systems
- ❖ Using the lenel system.
- ❖ Assisting in administering first aid and reporting accident.
- ❖ Responding in a timely manner to alarms that have been set of.

PERSONAL SKILLS

- ❖ ***Social Perceptiveness***
- ❖ ***Communication***
- ❖ ***Judgement & decision making***

KEY SKILLS AND COMPETENCIES

- ❖ Ability to handle conflict situations tactfully but firmly.
- ❖ Experience of night patrol duties and securing building perimeters.
- ❖ Excellent knowledge of the English Language.
- ❖ Ability to remain in a static position for long periods and work 12 hour shifts.
- ❖ Experience of managing large events, organising traffic & working along side the emergency services.

ACADEMIC QUALIFICATIONS

**2010 Diploma information technology
Hardware and networking Engineering
Accra – Ghana**

**2010 Diploma in Human Resources Management
(ICM – UK) Ghana campus**

**2008 First Class Diploma in Photo and Video
Journalism Accra – Ghana**

TECHNICAL QUALIFICATIONS

**Basic Camera Operations /CCTV 2008
Premier Media Academy – Ghana
Computer Hardware & Networking (Diploma)
2009 IPMC – Ghana**

Health & Safety Training (Certificate) 2016

**Ragas/ Iaffan Refinery – Qatar
Health & Safety Training On
Hydrogen Sulphide & Breathing Apparatus (H2s / Ba)**

Enertech Qatar for Qatar Petroleum, (FEBUARY 2017)

**HSC Fire Warden-Marshal Training Part 1 & 2 (March 2017)
Work Managements Plant safety induction Lifesaving
rules Issued by Center for Safety under Qatargas
Operating Company LTD. January 2019**

PERSONAL DETAILS

**Date of Birth: 4th August, 1988
Marital Status: Married
References: Will be furnished upon
request**

I hereby certify that all the information provided is true to the best of my knowledge. I hope to have the opportunity to defend my capabilities after you review my resume and also get to discuss my new role in your company to join immediately, you are guaranteed positive energy and high returns from me.

