

Abdal-Mu'min Merdan

(613) 306-6201

merdanmumin@gmail.com

851 Saint-Rene E, Gatineau, QC J8P 6X4

Qualifications/Skills

- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Excellent public speaking and interpersonal skills
- Fluent in English and French - reading and writing

Education

Carleton University - Ottawa, Ontario

Graduated December 2020

Bachelor of Arts – Law

Work Experience

Commissionaires Security - Ottawa, Ontario

April 2018 – Present

Security Guard

- Access control using CCTV system inside and outside government building sites
- Performed reception duty, signing in/out government employees and visitors
- Escorted contractors for maintenance repairs within government buildings
- Conducted exterior and interior patrols of government buildings after work hours

Quality Life Cares - Ottawa, Ontario

January 2017 – August 2017

Warehouse assistant

Shipped orders of merchandise to customers via freight/courier companies
Ensured accuracy of work order by completing paperwork upon wrapping skid/boxes
Completed work orders from warehouse managers on daily basis
Loaded and unloaded skids from delivery vehicles using pallet jack


The UPS Store - Gatineau, Quebec

June 2015 – March 2017

Store clerk

- Packaged items in boxes for domestic/international shipping using packing material
- Created send/return shipping labels for shipments/envelopes using iShip
- Printed and designed custom business cards, posters, flyers for clients
- Managed Sears catalogue department and administered customer service to clients

References available upon request

 **St. John Ambulance Saint-Jean**

St. John Ambulance certifies that
ABDAL-MUMIN MERDAN 27416
has completed
**Emergency First Aid + Level C
CPR + AED**

Expiry Date: **Jan 11, 2023**
Reference #: **0921704150**
Issued: **Federal District Council**
By/On: **Jan 11, 2020**

Lessons taught

1. Emergency Scene Management
2. Adult Resuscitation
3. Two-Rescuer Adult Resuscitation
4. Child + Infant Resuscitation
5. Medical Conditions
6. Emergency Scene Management - Trauma
7. Severe Bleeding
8. Wound Care
9. Burns
19. Mental Health Awareness

 **PRIVATE SECURITY & INVESTIGATIVE SERVICES**
SERVICES PRIVÉS DE SÉCURITÉ ET D'ENQUÊTE

MERDAN, ABDAL-MUMIN
is licensed as / est titulaire d'un permis de :

Security Guard
Class / Catégorie : **N/A**

Licence no / N° de permis : **11157822**

Expires / Expire : **2022 07 06**
YEAR / AN MO / M. DAY / J.

