

CV Resume

PERSONAL

First Name: Enver

Last Name: Zeherovic

Address: Vukovarska 73, Tuzla Bosnia and Herzegovina

Cell phone: (00) +38761259045

E-mail: enverzeherovic@hotmail.com
clonner@hotmail.com

EDUCATION

Architecture High School Diploma, Tuzla, Bosnia and Herzegovina
Apr 1989 – Jun 1995

PROFESSIONAL OBJECTIVE

Dedicated, proactive law enforcement professional with extensive experience in training and motivating teams is seeking full-time employment within an environment that promotes professional growth. A highly talented Security Team Leader with huge experience in providing personal, equipment, and real property security in assigned areas providing information, directions, and escort service as needed.

SUMMARY OF QUALIFICATION

- Great skills in utilizing building security and lock systems and procedures
- Excellent ability to detect problems and report information to appropriate personnel
- Exceptional ability to drive motor vehicles
- Remarkable ability to understand and follow safety procedures

- Strong ability to understand and follow specific instructions and procedures
- Profound ability to resolve customer complaints and concerns
- Immense skills in providing protection services to individuals on campus
- In-depth ability to gather data, compile information, and prepare reports
- Profound ability to communicate effectively, both orally and in writing

EMPLOYMENT HISTORY

Fitob Security, Tuzla, Bosnia and Herzegovina, Security Supervisor **Jun 2012 – Mar 2014**

- Pro-actively ensuring the protection of merchandise, property and assets. Boom gate inspections of vehicles and personnel
- Directing emergency vehicles and other traffic if a major incident occurs. Monitor the integrity of property boundaries
- Monitoring and operating CCTV cameras and other recording systems. Contact military police or emergency services when necessary
- Accurately updating administrative records and sheets. Perform checks of locks, lights, phones and security equipment
- Ensuring that all the safety and security are adhered to strictly by the staff
- Working along with the manager and regularly reviewing the security arrangement in the company
- Ensuring that customer service is of up most importance

Fluor FGG, Fob Andar, Afghanistan, Security Officer **May 2011 – Mar 2012**

- Patrolled industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates
- Answered alarms and investigated disturbances

- Monitored and authorized entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises
- Responsibilities included: Writing reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences, calling police or fire departments in cases of emergency, such as fire or presence of unauthorized persons, circulating among visitors, patrons, and employees to preserve order and protect property, answering telephone calls, answering questions, and providing information during non-business hours or when switchboard was closed
- Warned persons of rule infractions or violations, apprehending or evicting violators from premises, using force when necessary
- Operated detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas
- Escorted motor vehicles to transport individuals to specified locations

FGG Fluor, Jalalabad, Afghanistan, Security Technician
Oct 2010 – May 2011

- Patrolled assigned areas on foot or in a vehicle to ensure personal, building, and equipment security
- Examined doors, windows, and gates to determine that they are secure
- Informed and warned violators of rule infractions, such as loitering, smoking, or carrying forbidden articles
- Provided escort services for visitors, staff, faculty, and individuals
- Watched for and reported irregularities, such as fire hazards, leaking water pipes, and security doors left unlocked; sounded alarm during fire outbreak and the presence of unauthorized persons
- Prepared routine, standardized reports
- Drove company's vehicle, providing safe and efficient transportation of company's goods and personnel

FGG Fluor, Bagram Afghanistan, Security Officer, Team Lead
Apr 2010 – Oct 2010

- Mobile and static day and night surveillance operations
- Boom gate inspections of vehicles and personnel
- Investigate disturbances

- Monitor the integrity of property boundaries
- Contact operations center and direct personnel in the event of an emergency
- Contact military police or emergency services when necessary
- Report on activities on a night basis
- Perform checks of locks, lights, phones and security equipment
- Assist in training of security team

RM Asia, Kandahar Afghanistan, Training Coordinator
Apr 2008 – Jul 2009

- Prepared, planned, administered and taught automotive courses
- Attending weekly meetings with Site Manager
- Work at Administration on operating reports (content and report compliance)
- Coordinated training for ANA students
- Ensuring that all work is performed properly and safely
- Performed technical and safety inspection on all equipment

Doo Bumerang, Tuzla BiH, Sales Promoter, Supervisor
Dec 2003 – Apr 2008

- Supervising receiving and shipping departments
- Attending daily and weekly meetings with general director and employees
- Supervising over twenty employees
- Administrative office work
- Responsible for properly and safely work
- Planning monthly schedule with duties for all employees

Doo Cobra Security, Tuzla BiH, Security Officer
Dec 2002 – Oct 2003

- Close Protection of clients on daily basis
- Integral member of a team responsible for Personal security Operations on and off

site

- Directly accountable for the personal security of an affluent local business owner
- Provide recommendations on methods to increase security and threat deferral protocols
- Operational Planning with the team leader performed daily
- Surveillance and Crisis management of potential risks
- Security Training performed weekly
- Personal/Travel Security training completed
- Complete reports documenting daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
- Monitoring of known offenders, groups and identifying potential threats

BiH Armed Forces, Tuzla, BiH, Special Unit Team Member
May 1995 – Nov 2002

- As member of Special Combat Unit I was an integral member of a team responsible for Personal Security/Convoy Security Operations of all senior level Page personnel and advisers on and leaving the military base
- Proficient with vehicle and foot patrols, manning ECP and tower, and both individual and vehicular escorts

Military Education & Training

- Combat Training completed
- Threat & Protective Survey Training completed
- Multiple weapon Training completed (pistol 9 mm, automatic rifle AK42)
- Driving Techniques, Anti ambush, drills and vehicle escort Training completed
- K 9 Dog Trainer Training completed
- First Aid Emergency Training complete

COMPETENCIES

- Very good observation skills
- Aware of health and safety issues
- Fitness level are presented include mix martial arts(boxing,kickboxing,kravmaga)

- Having a professional approach to all routine tasks
- Experience of monitoring and controlling security equipment
- Ability to communicate effectively at all levels
- Very good computer skills, over 50 wpm
- Work in Microsoft Office, Word, Excel, Power Point, and Outlook
- Very good knowledge of English language, verbal and written
- Ability to Planning and Organizing
- Ability to establish priorities and plan, coordinate and monitor own work
- Teamwork ability to share and work with others
- Commitment to continuous learning ,loyal and not limited person
- Experience based on professionalism, teamwork and respect

CERTIFICATES

- IBSSA International Security&Bodyguard&Close Protection Certificate
- ADSB Security&Bodyguard&Close Protection Certificate
- FPOS (First Aid) Certificate
- Weapons handling Certificate
- Certificate of Appreciation from RMA Group
- Certificate of Appreciation from US Army
- Certificate of Appreciation from FGG Fluor
- Certificate of Appreciation from RM Asia
- Certificate for Fire Protection
- Driving license for light vehicle
- Driving license for forklift 6K,10K,12K
- Architecture High School Diploma