

Sudarshan Timalisina

Concierge/Security Guard

(Have Valid Security Guard License)

1499 Danforth Rd, Scarborough, ON M1J 1H5

+1 (437) 873 6777 • timalinasudarshan847@gmail.com

Education

Expected in 04/2025 **Diploma in Business Accounting**
Centennial College

2022 **+2 in Management Stream**
Pinnacle Academy

Professional Summary

Experienced security expert with a valid Ontario Security Guard License, certified in Emergency First Aid, CPR Class “C”, and AED training. Proficient in maintaining secure environments, delivering top-notch customer service, and enforcing effective security protocols. Experienced in surveillance, risk evaluation, and conflict management. Currently seeking roles in security, concierge, or loss prevention.

Skills

- | | | |
|--|----------------------------|----------------------------------|
| • Emergency Response | • Emotional Intelligence | • Proper Patrolling/Surveillance |
| • Physical Security & Asset Protection | • Reliable and Responsible | • Risk Assessment |
| • Vulnerability Assessment | • Conflict Resolution | • Use of force |
| • Emergency First Aid, CPR & AED | • Report Writing | • Access Control |
| • Knowledge of Canadian Legal System | • Use of CCTV | • Tactical Communication |
-

Work Experience

09/2022 – 11/2023 **Concierge**

Garud Securities Pvt. Ltd. – Bhaisepati, Lalitpur, Nepal

- Responsible for responding quickly to emergencies and keeping people and property safe.
- Responsible for making sure the building and its belongings are secure by following security rules and checking regularly.
- Responsible for finding any weaknesses in security and figuring out how to fix them.
- Responsible for helping with medical emergencies until professional help arrives, like knowing CPR and using defibrillators.
- Responsible for knowing and following the laws to keep everything legal and fair.
- Responsible for keeping an eye on things and noticing if something seems wrong.
- Responsible for talking to people kindly and helping them with problems or conflicts that come up.
- Responsible for writing down what happens and what actions are taken in a detailed report.
- Responsible for watching cameras and using them to see if there are any security problems.

02/2022– 09/2022 **Security Guard**

Garud Securities Pvt. Ltd. – Thaiba, Lalitpur, Nepal

- Responsible for promptly and appropriately responding to emergency situations such as fires, medical emergencies, or security breaches.
 - Responsible for maintaining the security of premises, buildings, and assets through regular patrols, surveillance, and monitoring.
 - Responsible for identifying and assessing potential security vulnerabilities or weaknesses in the environment and implementing measures to mitigate them.
 - Responsible for documenting incidents, observations, and activities accurately and comprehensively in written reports for organizational records and legal purposes.
 - Responsible for controlling access to restricted areas or facilities using identification checks, key cards, or other security measures.
-

Availability

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 Hrs. /Any Shift	After 3 PM	24 Hrs. /Any Shift	24 Hrs. /Any Shift	After 7 PM	24 Hrs. /Any Shift	24 Hrs. /Any Shift

References

- Surendra Sapkota (Walmart Manager)- Surendra.sapk@gmail.com, (647) 760-8139
- Rose Shree Dahal (Walmart Collogue)- Rozdahal5@gmail.com, (437) 933-9745
- Xiaqing Mao (College Professor)- xmao2@my.centennialcollege.ca

Additional references can be provided upon request.