

SUMIT

Security Officer

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LinkedIn/Portfolio

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Dwarka



EXPERIENCE

Security Officer

DLF:THE ULTIMA(SGV)



- Checking people and their belongings as they enter and exit a facility
- Monitoring security cameras and alarm systems
- Responding to alarms and emergency situations
- Investigating suspicious activities
- Assisting with the implementation and enforcement of security policies and procedures to maintain a safe and secure environment for guests and staff
- Providing general customer service
- Patrolling the premises to ensure safety
- Writing reports of any incidents or violations
- Enforcing safety rules and regulations
- Assisting with crowd control during events
- Developing security protocols and procedures
- Conducted regular patrols of the premises, including foot and vehicle patrols, to deter and detect suspicious activities and ensure safety. Inspected and monitored access points and areas to identify security risks or breaches.
- Highlight your accomplishments, using numbers if possible.

Security Assistant

Radisson Blu Plaza



- Monitoring and patrolling designated areas of the hotel premises to prevent and detect signs of intrusion, fire, or other hazards
- Conducting routine inspections of security equipment, such as CCTV cameras and alarm systems, to ensure they were functioning correctly
- Responding promptly to security incidents, alarms, and emergencies, and taking appropriate action to resolve or escalate as necessary
- Assisting with the implementation and enforcement of security policies and procedures to maintain a safe and secure environment for guests and staff
- Conducting thorough security checks of guests, visitors, and their belongings upon entry to the hotel, in accordance with established protocols
- Collaborating with other hotel departments, such as front desk and housekeeping, to address security-related concerns and coordinate responses effectively
- Providing assistance and support to guests and colleagues in security-related matters, including lost and found items and personal safety concerns
- Maintaining accurate records of security-related incidents, observations, and activities, and preparing reports as required

SUMMARY

Hello! I'm Sumit, and I've spent two years in the hospitality sector, making sure guests have a great time. I know how to keep things running smoothly and make people feel welcome. I'm excited to bring my skills in hospitality, like customer service or event planning to a new team and keep making guests smile.

TRAINING / COURSES

SECURITY TRAINING

USTI,PSARA

LANGUAGES

English

Advanced



Hindi

Advanced



SKILLS

Cctv

Excel

Microsoft Excel

Microsoft Power Point

Microsoft Word

Power point

Standard Operating Procedures

EXPERIENCE

Operations Assistant Manager

Saraya Aviation Pvt Ltd

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- Oversaw daily operations, including flight scheduling, ground handling, and passenger services, to ensure adherence to safety and regulatory standards
- Assisted in managing daily operations to ensure smooth and efficient processes. Coordinated between different departments to streamline workflows and resolve issues.
- Supervised and trained a team of [number] employees, providing guidance and support to improve performance and productivity. Conducted regular performance evaluations and implemented development plans.
- Identified inefficiencies and implemented process improvements to enhance operational effectiveness.
- Highlight your accomplishments, using numbers if possible.

EDUCATION

Economics (Hons)

MV University

📅 01/2018 - 12/2018 📍 Location

12th arts

National Institute of Open Schooling

📅 Date period 📍 Location

10th

KD Modal School

📅 01/2012 - 12/2012 📍 Location