

Upscale Security Officer Upscale Security Officer Upscale Security Officer - G4S Secure Solutions  
USA Fort Worth, TX Seeking a work environment where hard work and professionalism are  
recognized and appreciated. Work Experience Upscale Security Officer G4S Secure Solutions USA  
July 2018 to Present Performs security patrols of designated areas on foot or in vehicle Watches  
for irregular or unusual conditions that may create security concerns or safety hazards. Sounds  
alarms or calls police or fire department in case of fire or presence of unauthorized persons. Warn  
violators of rule infractions, such as loitering, smoking or carrying forbidden articles. Permits  
authorized persons to enter property and monitors entrances and exits through C-Cure and Biostar  
Observes departing personnel to protect against theft of company property and ensures that  
authorized removal of property is conducted within appropriate client requirements. Investigates  
and prepares reports on accidents, incidents, and suspicious activities. Maintains written logs as  
required by the post. Provides assistance to customers, employees and visitors in a courteous and  
professional manner. Making sure there are no access violations Maintain proper housekeeping.

Maintain Good Documentation Practice Fulfillment Associate AMAZON Fulfillment Center / Flex -  
Coppell, TX November 2017 to Present Inventory Control and Quality Assurance (ICQA)  
Participate in Stand-On. Count items in a Bin (Pods) and make sure it's the right item in the right  
bin and the quantity Standard practice of quality and safety always. Pending research on items  
to ensure right quality for customer satisfaction Replenishment Associate Kohls Distribution Center -  
DeSoto, TX October 2017 to December 2017 Complete tasks in a timely manner Observe safety  
and follow company safety procedures. Maintain proper timing (clock-in clock-out). Receive  
goods in boxes and replenish from one aisle to another Burnett Specialist Staffing Alcon - Houston,  
TX July 2017 to September 2017 Assembler ? Inspect Drain bags ? Build and assemble materials  
for production ? Make sure Machines are running smoothly and alert maintenance if issues are  
suspected ? Follow procedures properly for effectiveness ? Follow and maintain safety procedures.  
? Maintain Good Documentation Practice. Office Assistant StarLife Therapy Services - Houston, TX  
May 2017 to September 2017 Answer the phone and respond to messages Communicate with  
Agencies and Field workers (Therapists) and respond to their concerns as much as possible.

Receive referrals faxed or mailed from Agencies and process them accordingly. Receive feedback from Field workers and organized the paperwork accordingly. Track and follow up on pending issues with Field workers and Agencies. Billing and Invoicing in a timely manner. Check emails, fax and mails and respond accordingly in a timely manner. Organize and keep all files and folders orderly. Maintain Good Documentation Practice Keep workspace clean, tidy and spacious. Keep record and reminders for office supplies. Security Database Administrator Interkel Nigeria Limited - Lagos, NG August 2010 to August 2015 Organised a database for Security Guards payments using MS. Excel Maintained records on all Security Guards on site across States where projects are located Identification of Customers' (Huawei and Airtel) needs and maintaining Huawei policy Consultation with vendors to discuss new upgrades and Site activations Maintaining company's business policies Tracking equipment sent to sites and ensuring it's delivered to various sites Tracking and assigning New sites to supervisors for proper management and security. Communicate incident reports from guards to Chief Security Officer and management. Maintain Good Documentation Practice (GDP) Payroll and Database management for Security Guards Manning Telecommunications sites. Tracking diesel losses and replacement plans for recovering the losses Monitoring of DG components (Batteries, AVR) against theft. Escalation of procedures to deal with potential problem amongst staff and management Secretary Xavier Oil and Gas Services Limited - Lagos, NG September 2007 to June 2010 Receive and sends company emails (Letter of Intent, MOU) to Banks and customers Assist Human Resources to manage staff welfare and Accountant in organizing payroll Organise documents and arrange in an orderly manner. Maintain Good Documentation Practice (GDP) Documentation of quantity products delivered to the customers Education B.Sc. (Hons) in Public Administration Ambrose Alli University, Ekpoma, Edo State February 2009

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