DEWAN D. BALGOBIN

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Email: dewan .balgobin@msn.com

15th Jan 2017

Dear Sir/Madam,

This  letter is to introduce myself and inform you of my interest in becoming a part of your

Company in which I wish to apply for any position that may be suitable for my

qualifications.

The enclosed resume will furnish you with information concerning my overall employment background,training, education and skills. My work abilities

are supported by experience and knowledge. I assure you that I can successfully

fulfil the requirements of any position for which I am deemed  suitable.

In each of my previous job experiences, I have performed my assignments with a high

degree of skill and professionalism. My current objective is to obtain a position that will

fully utilize my skills and offer an opportunity for continued professional growth.

I believe in excellence and have always dedicated myself, my talents and my creative

abilities to assure the successful accomplishment of any company goals. My positive

attitude and willingness are qualities required to be a good fit for the organisation. I am

confident that my skills and competencies will be assets and have a favourable impact

in your organization.

I look forward to hearing from you in the near future and hopefully to schedule an

interview in which I hope to learn more about your company, its goals, and plans, and

how I may be able to contribute to its continued success and growth.

Sincerely,



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**Objective:**

To strive for excellence, hard work and dedication.Giving my related experience in accounting , Aviation, Administration and Customer Service, I wish to venture into a stable environment where I can pursue my accounting skills at a well established level.

**Employment History**

**2014-2016 LONGPORT AVIATION SECURITY T&T**

*Station Coordinator/ Payroll Officer*

Complete Monthly Payroll and payroll quries.

Plan and build the monthly roster.

Complete KPIs.

Ensure compliance of all security procedures.

Conduct Security training where needed.

Conduct follow up and execute random compliance testing .

Conduct Performance Evaluation for all employees.

Track attendance .

Attend Client meetings.

Plan or host Managements Meetings

Investigate unsual occurrances within the security operations.

Execute Displinary measures to employees where needed.

Conduct internal meetings with department supervisors and trainers.

Manage Administrative Duties

Manage Operational Duties

Cusomer Service Relations

Maintain OJT Compliance Process

Deligate Duties to all Department Supervisors

Assume Suppervisor Duties When Neccesary

Maintain Compliance of all security Procedures on Jetblue Airways and United Airlines

**Conduct Security audits on Business Partners operations (Jetblue Airways , United Airlines)**

**2012** -**2014 Shield Security Services**

*Estate Constable/ Assist Sup*

Maintain Access Control within the compound, Delegate and assign security functions to my team, Conduct and execute supervisor duties. Detain and apprehend any unlawful acts of interference on my estate.

**2010 – 2013** **Resistance Security Services**

*Administrative  Supervisor*

To conduct filing and basic administrative functions

To Assist in Payroll Duties

Plan and arrange Management meetings

Conduct meeting with Suppliers

Conduct and Host Meeting with employees

Conduct Payroll queries

Maintain Supervision and oversee 4 admin employees

**Education**

 Five Rivers Hindu School - Common Entrance Exam -1992-1997

 Aranguez Junior Secondary School -1997-2000

 Arima Senior Comprehensive School -2000-2002

 St Augustine Community College -2006-2008

* School of Business And Computer Science -2013- 2013
* Ciparani Labour College -2013 -2013
* Civil Aviation Authority -2015-2015
* School of Business and Computer Science (SBCS) -2017-Present

**Qualifications**

* CXC Principles of Business (Completed)
* CXC English (Completed)
* CXC Social Studies (Completed)
* CXC Office Administration (Completed)
* CXC Mathematics (Pending)
* Basic security Course Completed (Completed)
* Peachtree Accounting Basic (Completed)
* Peachtree Accounting Advance (Completed)
* Supervisory Management (Completed)
* Security Administration and Management (Completed)
* Airline Supervisor Initial Course (Completed)
* Effective Supervision (Completed)
* United Airlines GSC Initial Course (Complete)
* Jetblue Airways GSC Initial Course (Complete)
* **ACCA – FIA Program (Currently perusing)**

Hobbies

* Tennis
* Swimming
* Reading
* Watching Movies
* Listening to Music
* Cooking & Baking
* Surfing the Internet
* Cycling

References

* **Ms Gail Singh**
  + Chief Operating Officer
  + Guardian Life Agent
  + Chaguanas Branch
  + (868) 685-9718 /(868) 663-0802
* **Mr Paul Parawan**
* General Manager
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