

CURRICULLUM VITAE

Arouna Mfonka

Mobile Number: +971 55 7052107

Email: arouna.mfonka@gmail.com



Subject : **Application for the Job**

Career Objective

I wish to attain a suitable position in an esteemed organization and wish to use all my constructive abilities and desirous to make my career by enhancing my quality of work as demand to achieve the desired result.

Work Experience

- | | |
|------------------|-------------------------------------------------------|
| ❖ Period : | December 2016 to until now in Abu Dhabi , UAE |
| ❖ Company Name : | Abu Dhabi National Hotel / Al Ghazal Transport |
| ❖ Position : | Security Guard |
| ❖ Period : | 2013 to 2016 in Douala, Cameroon |
| ❖ Company Name : | Block Lron Security Services |
| ❖ Position : | Store Keeper |
| ❖ Period : | 2011 to 2013 in Cameroon |
| ❖ Company Name : | Ismail Pneu S.A |
| ❖ Position : | Receptionist |
| ❖ Period : | 2010 to 2011 in Cameroon |
| ❖ Company Name : | Olam .Cam |
| ❖ Position : | Collector |
| ❖ Period : | 2008 to 2010 in Cameroon |
| ❖ Company Name : | Socatur Transport |

Duty and Responsibility of Security

- ❖ Access Control & Security Service
- ❖ Providing Assisting both customers & Staff
- ❖ Checking all building maintenance hose reel and fire extinguishers etc..
- ❖ Material access and gate pass checking.
- ❖ Meeting with client about emergency evacuation.
- ❖ Providing a visible onsite security and deterrent presence.
- ❖ Watch out for reporting and dealing with suspicious or unusual activities.
- ❖ Activity patrolling & monitoring the shop floor general building and outside care park dealing with Hostile customers and greeting official visitors,
- ❖ Locking up premises and making sure those doors, window and gates are secured completing fire alarm and health and safety checks.
- ❖ Maintains environment by monitoring and setting building and equipment controls.
- ❖ Maintains organization's stability and reputation by complying with legal requirements.
- ❖ Contributes to team effort by accomplishing related results as needed.

- ❖ To maintain a secure system for providing data in accordance with the regulations set up by the Council and ensure the security of the control room and equipment is maintained at all times.
- ❖ To record all events and actions taken in a clear, legible and accurate written format.
- ❖ To provide an efficient and courteous radio and telephone answering service and deal efficiently with all enquiries.

Educational Qualification

Educational /Institution	Award
Lycee Bilingue De Koutaba	“O” Level
Lycee Bilingue De Koutaba	BEPC
Lycee Bilingue De Koutaba	Probatoire
Lycee Bilingue De Koutaba	BACC “A”

Personal Details

- ❖ Nationality : Cameroonian
- ❖ Gender : Male
- ❖ Date of birth : 26-01-1988
- ❖ Religion : Muslim
- ❖ Marital Status : Married
- ❖ Visa Status : Employment (Transferable)
- ❖ Passport No : 0386676
- ❖ Date of Issue : 27-11-2015
- ❖ Date of Expiry : 27-11-2020
- ❖ Language : English , French

Activities

- ❖ Good Knowledge regarding Management and Administrative responsibilities.
- ❖ Have served for administrative and client relations
- ❖ Possess good communication abilities and convincing skills.
- ❖ Problem solving at different levels of departments Strong organizational and time management,
- ❖ Update my technical skills and have better understanding of latest Computer software that will help in administrative management.
- ❖ Never involved in any dubious activities .i .e drug abuse, embezzlement, fraud and terrorism.
- ❖ My virtue is faith in god and services to others.
- ❖ Facilities control and Management
- ❖ The use of spreadsheets Power Point , and word Processing Software
- ❖ Very polite and helping nature, Good problem solving skills & Strong interpersonal
- ❖ Dynamic enthusiastic & creative individual
- ❖ Able to Work under pressure & meet Deadlines
- ❖ Self-confidence & friendly nature makes me to adjust easily with different people and situation.

Declaration:

I hereby declare that the above given information is true, correct and complete to the best of my knowledge and belief.

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