

# ANIL RAJ Security Officer

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VPO-PLARI  
ISRANA  
PANIPAT  
HARYANA



## PERSONAL STATEMENT

A well groomed and assertive individual who has all of the all the physical and mental capabilities necessary to properly carry out the duties and responsibilities of a professional Security Officer. I has extensive experience of guarding property, assets and people, and is someone who will always give members of the public helpful assistance, advice, guidance and information. Right now I would like to work for a company that offers a competitive compensation package, comprehensive benefits, & opportunities for career advancement.

## AREAS OF EXPERTISE

- SECURITY**
- Circulating amongst visitors, patrons, and employees to preserve order and protect property.
  - Handling crisis and emergency situations efficiently and effectively.
  - Proficient in the care, maintenance, operation, disassembly, and assembly of all security equipment.
  - Ability to manage change and adapt to new procedures.
  - Can assess and evaluate situations effectively.
  - Can deal effectively with various individuals in stressful, highly sensitive situations.
  - The ability to communicate ideas clearly and effectively both verbally and in writing.
  - Operate detecting devices and CCTV cameras.
  - Writing up the results of site safety and security inspections.
  - Detecting and deterring illegal activities.

- PERSONAL**
- Completing any assignments in a reasonable time and manner.
  - Can work collaboratively and communicate effectively with team members at all levels.
  - Good knowledge of the English Language.
  - Ability to remain in a static position for long periods and work 9 hour shifts.
  - Able to communicate effectively with people at all levels and from all social backgrounds.

## CAREER HISTORY

*Company - Shiv Shakti Exports*

### SECURITY OFFICER 2015 – Present

Responsible for the day-to-day protection of company's assets including its equipment, revenue and facilities. Also in charge of providing a safe work environment and responding promptly to all situations that may arise.

**Duties:**

- Constantly looking out for unsafe conditions, security violations and fire hazards.
- Ensuring a quick response in the event of a security, medical or mechanical emergency.
- Writing up accurate and complete security reports, incident reports and shift changeover logs.
- Maintaining a good working relationship with local authorities and police, fire and safety departments.
- Managing the 72 Security Guards and 8 Supervisors.
- Taking care the loading and unloading the container and documents.
- Giving CT-PAT Training to all security guards and supervisors.
- Going security check up night as well in every week.

**Company – Gupta Textile Pvt Ltd.****SECURITY OFFICER 2012 – 2015****Duties:**

- Managing the 40 Security Guards and 5 Supervisors.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Ensuring a quick response in the event of a security, medical or mechanical emergency.
- Writing up accurate and complete security reports, incident reports and shift changeover logs.
- Constantly looking out for unsafe conditions, security violations and fire hazards.

**Company – Drink N Dine (Restro Bar).****Bouncer cum Supervisor 2009– 2012****Duties:**

- Managing the friendly and healthy atmosphere.
- Taking care of whole security

**PROFESSIONAL QUALIFICATIONS**

Basic knowledge of Computer (MS-Office).

**ACADEMIC QUALIFICATIONS**

Kurushetra University	2011 – 2009	Bachelor Business Administration
kendriya Vidyalaya (Jammu)	2003 – 2002	Senior Secondary Education
kendriya Vidyalaya (Kota)	2000 - 1999	Secondary Education

**DOB- 16-09-1985****Language-English & Hindi****Nationality- Indian****REFERENCES – Available on request**

