

# Praveen T P

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## RESUME PROFILE

- An individual with experience in **Security Operations**.
- An individual with deep knowledge in Occupational health and safety.
- An individual with excellent command over English, Hindi and Malayalam language
- An individual with polite and logical approach towards emergency situations
- An individual with good observation skill and team coordination
- An individual having professional knowledge on MS applications.

## PROFESSIONAL EXPERIENCE

### Ernst & Young, Cochin, Kerala, India | March 2022 – November 2022 Security Guard

- Investigated disturbances and detained unruly guests until the authorities arrived
- Wrote a daily report and archived it to be reviewed later if necessary
- Performed routine patrols throughout the workstations and other key areas of an IT sector
- Monitored a complex system of 100+ surveillance cameras
- Kept my superiors informed on any unusual events or happenings
- Interacted politely with guests, helped resolve disputes
- Cordinated with various departments in case of employee needs and work permits
- Inspected and recorded materials checked in and out
- Inspected workers and their belongings to prevent loss of assests.
- Security Reception Roles and responsibilities.

### Wipro pvt ltd, Infopark, Cochin, Kerala, India | January 2023 – Present. Security Operations Centre Executive

- CCTV Operation and monitoring the entire campus.
- Security Access control system operation and monitoring.
- Employees enquiry handling and compliant resolution.
- Conducting Emergency evacuation drills, Mock Drill, Fire and safety induction trainings for employees with GSG Team.
- Preparing Daily, Weekly and Monthly Reports on Security incidents.

## EDUCATION

- MAHATMA GANDHI UNIVERSITY, Kottayam, Kerala, India
  - B.Sc. in Mathematics, October 2014
- Govt. higher secondary school, Kalamassery
  - Plustwo in science, May 2011
- Hill valley Higher Secondary *School*
  - SSLC, May 2009

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## **CERTIFICATIONS**

- NEBOSH, UK.  
-International General Certificate in Occupational health and safety, March 2023

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## **ADDITIONAL SKILLS**

- Good knowledge in Security surveillance system operation.
  - Basic knowledge in computer networking and administration.
  - Good Knowledge in MS Office.
  - Fluent in English, Hindi and Malayalam language
  - Good knowledge in fire fighting techniques
  - Good knowledge in handling emergency situations
  - Excellent knowledge in matters of science and technology
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