



RAGIL NANDINI RAGHAVAN

Nationality: Indian **Date of Birth:** 21/03/1987 **Gender:** Male

Phone Number: (+971) 58 1313272 **Phone Number:** (+91) 79 02213219

Email Address: nr.ragil@gmail.com

Home: Jebel Ali - Dubai (United Arab Emirates)

ABOUT ME

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

WORK EXPERIENCE

Security Officer

Transguard Group [Nov 24th 2019 – Current]

City: Dubai

Country: United Arab Emirates (UAE)

- Patrolling assigned areas to ensure the protection of visitors, property and equipment.
- Assessing the security needs of an emergency situation and then acting accordingly.
- Enforcing rules and regulations.
- Maintaining confidentiality of all security related matters.
- Calmly directing people who cause a disturbance to leave the property.
- Reporting any suspicious activity to the police.
- Checking alarms, locks and fences.
- Restrain people who are causing a disturbance.
- Verifying identification to insure only authorized persons are permitted on the premises.
- Answering queries from members of the public.
- Protecting property from theft, vandalism, or accidental damage.
- Dealing with all types of complaints concerning clients and customers.
- Monitoring and detecting customers to avoid shoplifting.

Security Officer

Apleona SAMH Facility Management LLC (SANED) [May 1st 2018 – Oct 4th 2019]

City: Sharjah

Country: United Arab Emirates (UAE)

- Manage Staff schedules for all shifts and events to minimize overtime costs.
- Updated training procedures for all newly hired personnel.
- Communicate and enforce compliance with state and local news while emphasizing company standards of professionalism and safety.
- Developed procedures for the emergency response and crisis management, physical security, information protection, incident management, and investigation units.
- Assisting various departments in Special Assignments (Tenant Loss Prevention, Maintenance, Operations, Housekeeping and Local Police Department)
- Mitigated company risks and liability issues through razor-sharp tracking and reporting of client events/emergency management and operational issues.
- Built productive client relationships; managed security and administrative operations including payroll, and overtime.
- Prepared detailed narrative reports of incidents that occurred within area of responsibility.
- Conducted foot patrols or fulfill standing post responsibilities to ensure event safety.
- Conducted periodic audits and physical checks around the premises and responding to calls from facility personnel.

EDUCATION AND TRAINING

Vocational Higher Secondary

G.V.H.S.S [11/04/2003 – 11/05/ 2005]

Address: Koyilandy, Kerala (India)

Diploma In Fire & Safety Engineering

NCPT (Lantern of Learning) [June 2008 – May 2009]

Address: Calicut, Kerala (India)

Basic Fire Fighting

Euro Gulf Safety [22nd June 2018 - 29th July 2018]

Address: Sharjah, United Arab Emirates (UAE)

Emergency First Aid

Euro Gulf Safety [28th June 2018 – 29th July 2018]

Address: Sharjah, United Arab Emirates (UAE)

LANGUAGE SKILLS

Mother tongue(s):

Malayalam

Other language(s):

English & Hindi

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

DIGITAL SKILLS

Extensive knowledge of security protocol and procedures / Excellent management and supervisory skills / Excellent written and verbal communication skills / Ability to provide training on security policies and procedures / Ability to work with confidential and classified information / Proficient with Microsoft Office Suite or related software

DECLARATION

I Hereby declare that all the details mentioned above are true and correct to the best of my knowledge and belief.

Name : Ragil Nandini Raghavan

Signature:

