

## CURRICULUM VITAE

NAME :INNEH NOSAKHARE

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## CAREER OBJECTIVE

*Looking forward to work in a reputable organization and challenging environment,utilizing my knowledge and administrative skills to the very best of my ability to contribute to my personal/career growth and towards organisation development.*

## PERSONAL DATA

DATE OF BIRTH :21/12/1982

NATIONALITY : NIGERIAN

RELIGION :CHRISTAIN

MARITAL STATUS : MARRIADE

HEIGHT :6.8 FT

LANGUAGE :SPEAK AND WRITE ENGLISH FLUENTLY

## SUMMARY OF QUALIFICATI

BACHELOR OF SCIENCE –SOCIOLOGY AND ANTHROPOLGY -2006-ONS 2010 (UNIVERSITY OF BRNIN, NIGERIA.)

SENIOR SECONDARY SCHOOL CERTIFICATE –EDOKPOLOR SECONDARY SCHOOL-1995-2000(NIGERIA)

SECURITY INDUSTRY REGULATORY AGENCY-2019 (SIRA/DPS CERTIFICATE ) DUBAI,UAE.

NEBOSH CERTIFICATE -2021

## **EXPERIENCES**

*VICTORIA CROWN PLAZA HOTEL,*

*LAGOS STATE,*

*NIGERIA.*

*JANUARY 12<sup>TH</sup> 2012-DECEMBER 20<sup>TH</sup> 2014*

*POSITION: SECURITY GUARD*

*DUTIES/EXPERIENCES:*

*1 REPORTING OF EVERY SUSPICIOUS ACTIVITIES UPON BEING NOTICED*

*2 CHECKING OF IDENTITIES OF STAFFS,VISITORS UPON ARRIVAL AT THE PREMISES*

*3 PATROLLING THE ENTIRE AREA HAS PRESCRIBED BY THE ASSIGNMENT INSTRUCTION*

*4 ATTENDING TO PERSONS WITH DISABILITIES AND SPECIAL NEEDS*

*5 COMMITTING TO ENSURE SAFETY OF LIFE AND PROPERTIES*

*TRADE UNION CONGRESS,*

*LAGOS STATE,*

*NIGERIA.*

*FEBRUARY 20<sup>TH</sup> 2015-OCTOBER 18<sup>TH</sup> 2018*

*POSITION : OFFICE SECRETARY CUM ASSISTANT H.R PERSONNEL*

*DUTIES/RESPONSIBILITIES:*

*1 ANSWERING OF TELEPHONE,READING AND REPLYING NECESSARY EMAIL SENT TO THE H.R DEPARTMENT*

*2 PROVIDING SECRETARIAL SUPPORT BY ENTERING,FORMATTING AND PUTTING INFORMATION AND DOCUMENTS*

*3 PRINTING OF MEMOS,CIRCULATING TO ALL DEPARTMENTS*

*4 PROVIDING PAYROLLS INFORMATION BY COLLECTING TIME SHEET AND ATTENDANCE RECORDS.*

*5 MAINTANING EMPLOYEE CONFIDENCE AND PROTECT OPERATIONS BY KEEPING HUMAN RESOURCE INFORMATION CONFIDENTIAL*

*BANGLADESH CONSULATE/GUARDFORCE SECURITY SERVICES*

*DUBAI,*

*U.A.E*

*JULY 2<sup>ND</sup> 2019-JULY 28<sup>TH</sup> 2021*

*POSITION: SECURITY GUARD*

*DUTIES/EXPERIENCES*

*1 ACCESS CONTROL OF PEOPLE IN AND OUT OF THE CONSULATE*

*2 ASSISTING AND PROVIDING INFORMATION TO ALL SERVICE SEEKERS AT THE CONSULATE*

*3 FREQUENT PATROLLING INSIDE THE CONSULATE TO ENSURE EVERYTHING IS GOING ON PROPERLLY AND ORDERLLY*

*4 REPORTING ALL MALFUNCTIONING OF EQUIPMENT TO THE CONSULATE MANAGEMENT*

*5 ENSURING PROCTETION OF LIVES AND PROPERTY*

### **PERSONAL SKILLS**

*1 FAST LEARNER IN ANYTHING I FIND MYSELF DOING*

*2 ABLE TO WORK UNDER PRESSURE WITHOUT STRESS*

*3 WORKING WITH OTHER STAFF MEMEBERS HAS ONE TEAM*

*4 EXTENSIVE KNOWLEDGE IN IMPLEMENTING PROPER PROCEDURES,DOCUMENT RECORDS*

### **REFERENCES**

*AVAILABLE UPON REQUEST*

