

Dear Sir/Mam,

It is with a high-level interest that I submit my application for the position of Security Person in your organization. My effective leadership and problem solving abilities make me the perfect candidate for the position.

With over 3 years of experience as security guard in Monalisa shawls & Sarees, I can apply a unique combination of skills to achieve positive outcomes. My experience includes to protect properties and premises, proper check of persons, preventing loss and damages of the particular firm/ company by updating them time to time about all securities issues comes under my responsibility.

I have the ability to follow specific instructions given verbally or in writing and I always pay close attention to details to make sure that all work meets professional standards.

I believe that attitude is just as important as doing a good job, so I make it a point to always conduct myself in a professional manner and to greet clients with a smile and friendly attitude at all times. I can physically perform the duties associated with this job and I can work flexible hours to accommodate the needs of the clients.

I have included references with my resume, which also outlines my work history and experience in detail. I would welcome an opportunity to use my skills and experience to secure a position with your company. I am sure that I can be a great asset to your agency and I hope to meet with you soon for an interview.

You can reach me by <https://join.skype.com/invite/vSoGkch6IrUi>  
Email: [singhbalvindersingh8@gmail.com](mailto:singhbalvindersingh8@gmail.com)

Respectfully,

Resume Attached as PDF Document



# Balvinder Singh

Security Guard

+91-8082410951



Shama Chak, Jammu (J&K) INDIA,



Singhbalvindersingh8@gmail.com



+91-8082410951

## INTERESTS

- ✓ Sports: Bollyball
- ✓ Quality: Hard as well as Smart Work
- ✓ Strength: Self Motivated & Quick Learner
- ✓ Hobbies: Make Good Relations with unknown

## LANGUAGES

Hindi 

English 

Punjabi 

## SKILLS

Physical fitness 

Honesty 

Typing 

Writting 



## EDUCATION

2003 - 2005

Jammu, J&K, INDIA

**Diploma in Higher Secondary School Education 12<sup>th</sup>**

*Govt. Higher Secondary School Domana, Jammu J&K (JKBOSE)*

**DIPLOMA'S IN NCC TRAINING CAMP**

**ORGANIGED BY**

**INDIAN ARMY**

CATC -II – (20 June -29 June 2008)

CATC-IV - (13 July -22 July 2008)

CATC-PRE THAL SENA CAMP-III (12 Sep.-21 Sep. 2008)

THAL SAINIK CAMP "B" (22 Sep. – 03 Oct. 2008)

NATIONAL INTEGRATION CAMP (13 Oct. – 24 Oct. 2008)

2007-2009

Jammu, J&K, INDIA

**Diploma in Information Technology & Electronic System Maintenance (IT&ESM)**

*Govt. Industrial Training Institute, Jammu J&K*

Apr. 2011 – May. 2011

TANDA, PUNJAB, INDIA

**Diploma in Backhoe Loader Operator Training**

*Gurvinder Heavy Earthmovers Operator Training Center Tanda, PUNJAB*



## WORK EXPERIENCE

Oct. 2009 – Aug. 2012

Jammu, J&K, INDIA

**Monalisa Shawls & Sarees**

Security Guard

- Secure premises and monitoring equipments.
- Prevent Loss and damages via reporting.
- Protect properties and personnels.
- Controlling access to building.

Aug. 2006 – Jul. 2007

Nov. 2015 - Aug. 2020

Jammu, J&K, INDIA

**Daily Essentials Goods Store (Own Shop)**

Shop Owner cum Incharge

- Doing all sales work,
- Manage all Stock of Shop.
- Opening, Cleaning, arrangement of stock, Customer Dealing
- Cash Management, Import short Stock as per customer demand.

Aug. 2020 – Till 2021

Jammu, J&K INDIA

**Varun and Associates**

Data Operator

- To maintain all data of their Legal work.
- Data entry in Word as well as in Excel.
- Check bank statements and update manual account.
- Make proper files of Legal cases.