

# Curriculum Vitae

## RIACHARD APPIAH

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Dubai, United Arab Emirates



### POSITION APPLYING FOR: SECURITY GUARD

#### CAREER OBJECTIVE:

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where am encouraged and permitted to be an active participant as well as vital contributor on development of the company.

#### PERSONAL DETAILS:

- |                |   |                           |
|----------------|---|---------------------------|
| Name           | : | RIACHARD APPIAH           |
| Nationality    | : | Ghana                     |
| Date of Birth  | : | 26 <sup>th</sup> Jun 1997 |
| Religion       | : | Christian                 |
| Gender         | : | Male                      |
| Marital Status | : | Married                   |

#### PERSONAL SUMMARY:

An energetic, hardworking Security Guard, Who has a proven Track record of safe guarding a Client's property and assets against acts of theft, fire and vandalism, Able uphold good order on sires whilst working within a company's procedural guidelines and also ensuring a high quality of service is consisted maintained with optimum efficiency. Currently looking for an appropriate opportunity with a reputable employer, who rewards hard work ability and loyalty,

To work in the fast developing professional environment where I can get opportunity to learn and enhance skills and capability to optimum in achieving the organization goal.

#### PROFESSIONAL SKILLS:

- Access Control
- Good Communicational and Interpersonal Skills
- Hard working Team member
- Very Energetic result oriented and organized.
- Courageous true towards the duties.
- Have a high respect for customer's service.
- Efficient and well behaved person.
- Extremely hardworking self motivated and able to work independently.

#### EDUCATIONAL QUALIFICATION:

- Business Completed from-(Ghana)

#### Professional Qualification:

- SIRA (Security Industrial Regulatory Agency) from-(Dubai-UAE)
- Fire Fighting Training Certificate from "SIRA" Dubai-UAE
- First Aid Training Certificate from "SIRA" Dubai-UAE
- POD (People of Determination) from Police Academy, Dubai-UAE
- Fitness Training Certificate from-(SIRA) Dubai-UAE

#### COMPUTER SKILLS:

- M/s Word, Excel & PowerPoint
- Internet & Emails
- Others Basic Computer Knowledge for Operating

## WORK EXPERIENCE:

- **COMPANY** : **AL BUSTAN TOWER HOTEL SUITS**
- Position : Security
- Duration : 02 Years
- Location : Sharjah, UAE
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- **COMPANY** : **SHAWARMA AL KARMEL**
- Position : Waiter/ Kitchen Helper/ Delivery Boy (Outdoor)
- Duration : 02 Years
- Location : Dubai, UAE

## Job Duties & Responsibilities:

- Manage large amounts of inbound and outbound calls in a timely manner
- Follow communication “scripts” when handling different topics
- Identify customers’ needs, clarify information, research every issue and provide solutions and/or alternatives
- Seize opportunities to up sell products when they arise
- Build sustainable relationships and engage customers by taking the extra mile
- Keep records of all conversations in our call center database in a comprehensible way
- Frequently attend educational seminars to improve knowledge and performance level
- Meet personal/team qualitative and quantitative targets

## PASSPORT DETAILS:

- Passport No : G1816199
- Date of Issue : 18<sup>th</sup> Sep 2017
- Date of Expire : 17<sup>th</sup> Sep 2023
- Place of Issue : Ghana
- Visa Status : Cancellation Visa

## LANGUAGE KNOWN:

- English : (Fluent) Speaking, Reading & Writing
- French : Speaking Knowledge

## DECLARATION

I hereby certify that the above information are true and correct according to the best of my knowledge & Experience.

RIACHARD APPIAH