

# RESUME

## PERSONAL INFORMATION

Name : MUTESI MERCY  
Mobile No : +971 58 624 2146  
E-mail : [chana22mercy@gmail.com](mailto:chana22mercy@gmail.com)  
Nationality : Ugandan  
D.o.B : 08/04/1998  
Marital Status : Single  
Gender : Female  
Visa Status : Employment visa  
Address : Dubai UAE



## LADY SECURITY GUARD

## PERSONAL SUMMARY

An energetic, hardworking security officer who has a proven track record of safeguarding a Client's property and assets against acts of theft, fire, and vandalism. Able to uphold good Orders on sites whilst working within a company's procedural guidelines. and also ensuring a High quality of service is consistently maintained with optimum efficiency. Currently looking for an appropriate opportunity with a reputable employer who rewards hard work and appreciates ability and loyalty.

## WORK EXPERIENCE

**Company :** Concordia DMCC(Facility Management)  
**Position :** Cleaning Staff  
**Duration :** March 2022 to Present

**Company :** Uganda Security Link Services  
**Position :** Lady Security Guard  
**Duration :** 02 years

## DUTIES AND RESPONSIBILITIES

- Responsible of controlling, monitoring and authorizing entrance and departure of employees, visitors, and other persons.
- Patrolling the Expo 2020 site
- Checking for suspicious packages etc. and random external checks.
- Check communications, radios, mobile phones and landlines.
- Monitoring CCTV: Real time and reviewing events.
- Access control of pedestrian, Vehicle and emergency gates during expo 2020
- Searching visitors and vehicles.
- Registering and scanning mail and parcels delivered to the location.
- Escorting visitors, contractors and deliveries.
- Checking guest lists and dealing with car parking during events organized.
- Answering telephone calls to take messages, answer questions, and provide information.
- Monitor and investigate fire and security alarms.
- Reporting of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

- Maintaining the daily record sheets: Duty Register, Vehicle Log, Arrival & Departure Log, Random Search Register, Key Register and Incident Register.
- Dealing with customers by giving them information or guidance.
- Responsible for the safety of visitors in case of emergencies.
- Locally engaged guards are responsible for supervising and providing guidance for temporary recruited contractor security guards at the Residence.
- Registering the entrance and leaving of staff and visitors.
- Issuing passes to visitors.
- Responsible for doing a weekly alarm test (fire, bomb and incident) with coordination of the receptionist and register it in the log provided.
- Responsible for answering the fire alarms; reading addresses, deactivating and reset the fire panel.

**Company : Sheraton Hotel Kampala Uganda**

**Position : Concierge (Lady guard under G4s )**

**Duration : 01 year**

### **DUTIES**

- Hotel Premises patrol
- Check the Parking area and room
- monitoring who enters the hotel
- Fill the security log
- Keep a constant check
- Check the Vehicles
- Monitor alarms
- Proper information database

### **EDUCATION**

- **High School Graduate**

### **KEY SKILLS AND COMPETENCIES**

- Team working, Speed, efficiency, and accuracy
- Excellent customer service and interpersonal skills
- Reliability and good timekeeping
- The ability to stay calm under pressure
- Communication Skills, Critical Thinking
- Leadership Skills, Time Management

### **LANGUAGE KNOWN**

- English,Luganda,Basic Arabic

### **HOBBIES**

- Reading, Traveling ,Making New Friends

### **DECLARATION**

I hereby declare that the information is true to the best of my knowledge and belief and Nothing has been concealed or distorted.