



## ***Pramod Sedai***

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### **Objectives**

*Looking forward for an organization that offers a challenging stimulating, learning environment to work in and provide scope for individual and organization development, which offers attractive prospects for long development and carrier growth.*

### ***Skill***

- Very energetic result oriented and organized. •*
- Efficient and well behaved person. •*
- Extremely hardworking self motivated and able to work independently •*  
*in a team environment under supervision.*
- Keep excellent interpersonal relation with colleagues and ready to •*  
*help them.*

### **Educational Qualification**

<u>s.n</u>	<u>Academic name</u>	<u>Level</u>	<u>year</u>
<u>1.</u>	<u>Jana Jagriti higher secondary school</u>	<u>Slc</u>	<u>2065</u>

## Work Experience

<u>COMPANY</u>	<u>POSSITION</u>	<u>YEARS</u>
Gorkha Security Service Pvt Ltd	Security Guard	2008 to 2010
MSTC DOHA QATAR	Taxi Driver	2012 to 2016
Chitwan Hotel & Resort	Cook Helper	2017 to 2018
<u>Jay Bhumiraj Travel &amp; Tours</u>	Driver	2019 to 2020
Yeti Brewery Ltd	Driver	2020 to till now

## *Duties and Tasks*

- 1.patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.*
- 2. Answer alarms and investigate disturbances.*
- 3. Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.*
- 4. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.*
- 5. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.*
- 6. Circulate among visitors, patrons, and employees to preserve order and protect property.*
- 7. Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.*
- 8. Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.*
- 9. Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.*
- 10) Escort or drive motor vehicle to transport individuals to specified locations and to provide personal protection.*
- 11. Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.*
- 12. Drive and guard armored vehicle to transport money and valuables to prevent theft and ensure safe delivery.*
- 13. Monitor and adjust controls that regulate building systems, such as air conditioning, furnace, or boiler*

### Personal Details

*Date of Birth* : 22 October 1991

*Permanent Address* : Chainpur ,09 Chitwan

*Gender* : Male

*Civil Statur* : Married

*Religion* : Hindu

*Language* : English, Arabic, Hindi, Nepali

### Passport Details

*Passport No* : **PA2348230**

*Place of Birth* : Chainpur ,09 Chitwan

*Date of Issue* : **2024-01-19**

*Date of Expiry* : **2034-01-18**

### *Declaration*

*If given opportunity to work on your organization, I am confident that my experience, knowledge would enable me to contribute towards the growth and develop of your organization. I will honestly and sincerely perform my duty to the satisfaction of your management. I hope you will provide me an opportunity to prove myself.*

*PRAMOD SEDAI*