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**CURRICULUM VITAE**

## PERSONAL DETAILS

* Name : Liju Joy
* Email : [liju6616@gmail.com](mailto:liju6616@gmail.com)
* Phone No : +97431092558
* Passport No : S0071173
* Gender : Male
* Date of birth : 04th March 1989
* Marital Status : Single
* Nationality : Indian
* Languages : English, Hindi, Malayam, Tamil

## CAREER OBJECTIVE

* To develop a career strategic management and provide excellent skills and ideas in order to achieve a competitive edge in providing efficiency and reliability in business environment, where team work planning and proper implementation of policies would contribute positively to the growth of organization.

## PERSONAL ATTRIBUTES

* Hardworking, focused and fast learner with ability to motivate others with good personal and interpersonal communication skill, demonstrate self-confidence and flexibility to adapt to different working environment, a team player ready to work in a dynamic and challenging environment that offers an opportunity for personal growth and professional advancement

## WORK EXPERIENCE

2009-2013 : **G4S Qatar (Al Khor Housing Community , Qatar Gas Company,)**

Staff Accommodation Security Asst. Shift Supervisor

2014-2015 : **G4S Bahrain (Tatweer Petroleum, Kingdom of Bahrain)**

Security patrolling officer

2015-2017 : **Qatar Security Services (Qatar Steel Company- Mesaieed Industrial City )**

Security Operations Supervisor

2019-2022 : **Falcon Samsic Security Services, Doha Qatar** **(Doha Metro)**

Security Network Patrolling Supervisor

2022, Sept, 18 Present : **Al Qaleah Security Services, Doha Qatar**

Operations In- Charge

## DUTY RESPONSIBILITIES

* Preparation of deployment plan
* Preparation of duty rosters as per deployment plan
* Preparation and maintaining of master list on daily basis
* Responsible to schedule the operational meetings
* Site visits and interaction with client’s managers and representatives
* Assist with providing efficient and comprehensive security services to the organization
* Attribute to meet the organization targets and those of whole team
* To oversee the efficient running of the team by assisting with the management of all day to day security activities
* Contribute to trainings and developing plans for security activities to achieve satisfaction targets
* Preparation of leave plans for guard force included office team
* Provide effective liaison, support and assistance between the security department and rest of organization with security related issues
* Maintain and improve mechanisms for surveying activity which might impact on security and disseminate feedback to the appropriate internal entities
* Use systems to manage the functions of assessing, analyzing, resolving and documenting security incidents and issues in accordance with organization requirements
* Assist with managing the performance of the security team and its individual members, which is subjected to agreed criteria, recruitment, training, set action and targets, appraisal and manage performance, development, coaching and general support of all team members to ensure targets are met
* prepare and conduct presentations
* Delegate authority and responsibility to team with supervision, accountability and review
* Set an example for team members of commitment, security activities, work ethics and habits and personal character
* Maintain accurate records
* Control expenses to meet agreed budgetary controls of the company
* Adhere to all organization policies and procedures
* Interact and co-operate with all members of the organization, its suppliers and clients/customers

## EDUCATION BACKGROUND

* Higher Secondary School- Board of open schooling and skill education
* First Aid& Fire warden certification- Venture gulf- Doha Qatar
* Diploma in Fire and Safety (Institute of Fire and Safety Management, Kollam Kerala)
* One Year Training in Industrial Fire and Safety (Institute of Fire and safety Management, Kollam Kerala)
* IOSH (International Occupational Health and Safety, 5.0 Version)

## DRIVING LICENSES

* State of Qatar- Valid (Light Duty)
* Kingdom of Bahrain- (Light Duty)

## HOBBIES

* Reading
* Learning

## REFEREES

1. Stanly Iraki

Security Controller Supervisor

RKH Qitarat, Doha Metro

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1. Siraj Asad

Security Manager

IBN Ajayan Real Estate Projects

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## DECLARATION

I declare that the above information is correct to my own understanding.

Signed By

**LIJU JOY**

























