

MELINA BASNET

Security Supervisor & Sales Assistant

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ABOUT ME

As an accomplished Security Supervisor with over four years of field experience, I bring a wealth of knowledge, particularly in CCTV operations. My eagerness to join and contribute to a dynamic team is matched by my commitment to professional advancement and dedication to ensuring safety and meeting goals. Additionally, my background includes two years as a Sales Assistant within a bustling mall environment, where I honed my customer service and sales skills in a small-scale industry setting.

WORK EXPERIENCE

Security Supervisor | QDF, HAMAD INTERNATIONAL AIRPORT BY AL SRAIYA SECURITY SERVICES COMPANY | DOHA | May 2025 - Present

- Supervised and briefed Security Officers, ensuring alignment with operational goals and security protocols.
- Assigned duties based on the Security Manager's instructions, ensuring efficient coverage of all areas.
- Developed duty rosters and conducted orientations for new security staff to ensure smooth onboarding.
- Conducted daily property inspections to identify and address potential damage or incidents. Led and supervised a team of Security Officers, providing regular briefings and guidance on security procedures.
- Managed daily operations by assigning tasks based on the Security Manager's directives to ensure comprehensive coverage.
- Organize training sessions and orientations for new staff, ensuring they are familiar with security procedures and expectations.
- Respond swiftly and effectively to emergencies, implementing appropriate security measures and procedures to protect individuals and property.

CCTV Operator | AL SRAIYA SECURITY SERVICES COMPANY | Al Wakrah | May 2019 - May 2025

- Operating and monitoring all surveillance security systems/cameras within the Control Centre in an efficient manner and in compliance with the operating procedures, legislation and best practice.
- Recording all events, incidents and actions taken in a clear, legible and accurate written format.
- To maintain a secure system for providing data in accordance with the regulations and also to ensure the security of the control room and equipment is maintained at all times and to report equipment failure to the Chief Security Officer or Management.
- Providing efficient and courteous radio and telephone answering service and deal efficiently with all enquiries.
- Liaising with the security agencies and members of staff to ensure the appropriate use of the CCTV system and to include all evidential records and witness statements to a standard acceptable to the rules of evidence.

Sales Assistant | Labim Mall | Kathmandu Valley | Mar 2017 - Apr 2019

- Greet customers and offer assistance.
- Recommending products or merchandise to help customers.
- Answering questions and addressing concerns.
- Informing customers about sales, promotions, and policies.
- Demonstrating how products work.
- Taking payments for purchases and packaging purchases.
- Stocking merchandise and creating displays.
- Taking inventory and monitoring the sales floor

EDUCATION

School Leaving Certificate(SLC), Shree Janashakti High Secondary School, Gorkha | 2015

SKILLS

- Strong written and verbal communication skills
- Ability to identify small, apparently unnoticeable details that most people would ordinarily overlook
- Ability to work independently
- Leadership Skill
- Problem Solving
- Microsoft Office & Internet Browsing

LANGUAGES

- English (Advanced Mid)
- Nepali (Superior/Native)
- Hindi (Superior/Native)

PERSONAL DETAILS

Nationality	Date of birth
Nepal	01 Nov 1997

COURSE

Microsoft Office (Advance) | Infocus, Qatar |