

# CURRICULUM VITAE

**Manish Kumar**

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## **Carrier objective**

To work with esteemed organization and grow along with it.

Be the part of changing environment and contribute towards self and organizational development.

Seek career growth through hard work and sheer dedication with your organization, thereby providing myself as an asset for the organization.

## **Profile**

Working in security industry from past Eight years, worked as security guard at Amul Mother Dairy Gandhinagar, & After That Working Security Associate at Double Tree by Hilton Ahmedabad, currently working as security Supervisor with Doubletree by Hilton Ahmedabad.

## **Working experience**

Worked in Amul Mother Dairy Gandhinagar, as security guard from December 2014 to January 2022.

I have running my job in Double Tree by Hilton Ahmedabad as a Security Supervisor , Since January 2022 to till date...

## **Job description.**

- ◆ Responsible of safety & Security of hotel guest, staff, property & visitors.
- ◆ Maintaining Material movement & entry and exit gate management.
- ◆ Parking and parameter patrolling.
- ◆ Operating CCTV cameras, elevator emergency intercom and fire alarm system.
- ◆ Ensuring Safety of Hotel Guest, Staff and Property.
- ◆ Traffic control during high crowd in hotel.
- ◆ Handling Crowd during banquet functions.
- ◆ Handling surveillance and other vital equipment of security.

- ◆ Maintaining the all records & Documents of security & fire Department.
- ◆ Daily Briefing of Guards and assigning the job responsibilities.
- ◆ Checks all out source staffing billing process in security department with the coordination of Security Manager.
- ◆ Handle all guest and internal customer complaints and inquiries in a courteous and efficient manner.
- ◆ Supervise closely all security Guards in the performance of their duties in accordance with company policy & procedure and applicable law
- ◆ Ensure patrol been carried out in all public areas, restaurants guest floors, offices, plant room, all others area of property
- ◆ Assists Security Manager, management and enforcement offices in emergency.
- ◆ Supervision on Electronic and Mattel Key Control and Access Control operations (Both persons and packages)
- ◆ CCTV observation and mention daily CCTV camera report.
- ◆ Security safety training given to hotel staff.
- ◆ Given the Safety speech to guest in VVIP government event.
- ◆ All fire System Operating in emergency (Fire Panel, Fire Hydrant System, Sprinkler System, Detector system and PA System Handling.

## **CURRICULUM VITAE**

- ◆ Maintaining all security related logs.
- ◆ Handling all incidents related to guest, employee & Property.
- ◆ Preparing incident reports,

### **Education qualifications:**

Intermediate from Bihar  
Board

### **Computer skills:**

❖ Have the elementary knowledge of Internet, M.S. Office, Excel and Basic Knowledge of computer.

❖ **Details:**

➤ Date of birth:	02 January 1991
➤ Height:	5.8ft.
➤ Marital status:	Married
➤ Languages known:	English, Hindi
➤ Hobbies:	Playing Cricket & listening music

### **Personal attributes:**

- I hold an enthusiastic and positive outlook toward life.
- I feel responsible in handling varied tasks and to carry them out efficiently and successfully to their end.
- I work on the purity of conduct and courage to achieve objective set for me.

Place: Ahmedabad

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