



SONU C.S

Highly Dependable, Detail-Oriented, and have a proven track record of providing exceptional customer service to maintain a safe and secure environment. With excellent communication and interpersonal skills, greet visitors, answer phone calls, and direct them to the appropriate department or individual.

KEY SKILLS

Team Work

Work Ethic

Communication

Physical fitness & Stamina

Administrative skills

Security management

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

EMPLOYMENT CHRONICLE

PSBD GUARD CUM RECEPTIONIST | Present

MINISTRY OF EDUCATION

- Maintaining security by controlling access to the premises and ensuring the safety of employees and visitors.
- Greeting and directing visitors, including verifying their identity and providing necessary information or assistance.
- Operating the switchboard to receive and direct incoming calls and messages.
- Monitoring and maintaining a log of visitors, deliveries, and other activities on the premises.
- Managing & distributing incoming & outgoing mail and packages.
- Assisting with administrative tasks such as data entry, filing, and record keeping.
- Following & enforcing all established security & safety procedures.
- Reporting any suspicious or unauthorized activity to the appropriate authorities.

PSBD GUARD | 22 Jul 2022 – 06 Apr 2023

AL EMRAT SECURITY SERVICE AJMAN

- Secure and protect the premises by monitoring access and ensuring the safety of employees and visitors.
- Report any incidents or unusual activity to the appropriate authorities and complete incident reports as necessary.
- Maintain a log of activities and incidents, including visitor and employee movement, equipment checks, and incident reports.
- Assist with emergency response procedures, including providing first aid or other assistance as necessary.
- Follow and enforce all established security and safety procedures.
- Communicate effectively with other security personnel, employees, and visitors to ensure a safe and secure environment.
- Provide excellent customer service by answering questions and providing assistance as needed.

CONTACT

+971 568277190
+971 525858468

sonucs111@gmail.com

UAE

ACADEMIC CREDENTIALS

B.Com. IN FINANCE | 2019 | 84%

- University of Mysore

COMPUTERIZED DIPLOMA IN ACCOUNTING | 2019 | 90%

- ICS-India Group of Institution

HIGHER SECONDARY | 2011 | 75%

- Board of Higher Secondary Examination, Kerala, India

HIGH SCHOOL | 2009 | 82%

- Board of Public Examination, Kerala, India

CERTIFICATIONS

- Certificate in Mechanical QA/QC Inspector | 2 Months
IMS Cochin, Kerala, India
- Certified Course in AutoCAD 2D, 3D at Mannarkkad | 2016 – 2017
- NDT TEST
- QA/QC in Welding

COMPUTER PROFICIENCY

MS Office ★★★★★
AutoCAD 2D, 3D ★★★★★
Internet & E- Mail ★★★★★

LANGUAGES KNOWN



INTERESTS


Songs


Travelling


Reading

REFERENCE

- VIVEK P VIJAYAN
+91 9446091014

SALES EXECUTIVE | Feb 2020 – Mar 2022

RITHU GOLD AND DIAMOND INDIA

- Establish and maintain relationships with clients.
- Identify new sales opportunities through market research and analysis.
- Meet sales targets and goals.
- Provide excellent customer service.
- Handle customer complaints and inquiries.
- Maintain accurate records of all sales and transactions.
- Collaborate with team members to achieve sales objectives.
- Stay up-to-date with industry trends and product knowledge to effectively sell products.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 10-05-1993
Nationality	: Indian
Marital Status	: Married
Permanent Address	: Chandattil (H), Payyanadam (P.O), Mannarkkad, Palakkad, Kerala, India Pin-678583

PASSPORT DETAILS

Passport Number	: M 2644893
Date of Expiry	: 30-09-2024
Place of Issue	: Malappuram

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SONU C.S