

SUMMARY

Experienced Security Supervisor with a decade of comprehensive experience in the private security industry. Proven track record of effectively overseeing security operations, ensuring the safety and security of personnel, assets, and premises. Skilled in implementing security protocols, conducting risk assessments, and managing emergencies. Proficient in team leadership, training, and development, with a focus on fostering a culture of professionalism and excellence. Strong communicator with the ability to collaborate with diverse stakeholders and adapt to evolving security needs. Dedicated to upholding the highest standards of security and contributing to the success of the organization.

EXPERIENCE

Security Operations Supervisor cum Assistant Accountant

06/2014 – Present.

Emirates Security Services, Abu Dhabi, UAE.

Responsibilities:

- Enhance operational systems, processes, and policies to support the organization's mission, improving management reporting and information flow.
- Monitor events/functions on-site and deploy additional security personnel as needed for special occasions. Ensure thorough implementation of all instructions on site.
- Prepare Daily, Weekly, Monthly, Quarterly, and Annual Operations Reports. Create monthly duty rosters and training programs for security officers.
- Promptly report any incidents or accidents to the client.
- Supervise security personnel, ensuring their deployment and performance align with the client's layout plan and Standard Operating Procedures (SOPs).
- Handle incidents such as fire, water leakage, property damage, and altercations, providing detailed reports. Conduct daily checks on NSI Notebooks, logbooks, and radio sets to ensure proper utilization and maintenance.
- Assist emergency services (Police, Civil Defense, Ambulance, ADDC, etc.) as necessary.
- Assist in recording and processing daily financial transactions, including invoices, payments, and receipts, especially related to labor and materials.
- Payroll Support: Help with payroll preparation by accurately recording employee hours, wages, and benefits.
- Cost Allocation and Reporting: Track and allocate labor costs to relevant projects or cost centers and report on labor-related expenses.
- Assist in reconciling accounts, including bank statements and accounts payable/receivable, ensuring accurate financial records.
- Support the preparation of financial reports, focusing on labor costs, and assist with audits and tax documentation.

Assistant Accountant

09/2012 - 02/2014.

Searas International Company for Trading and Contracting, Riyadh, KSA.

- Record journal entries for invoice collection, daily expenses, advance payments, and petty cash transactions. Support in generating financial reports such as cash flows, reconciliation statements, and balance sheets.
- Handle and process vendor payments by preparing and issuing cheques.
- Conduct forecasting and oversee accounts payable, accounts receivable, and payroll functions. Calculate and process payroll, including overtime payments.
- Organize and file journal entries based on transaction types like invoice collection, direct payments, petty cash, and vendor advances and compile and analyze expense account reports.
- Perform annual inventory reporting through physical counts. Create bin cards with unique codes for inventory items.

EDUCATION

Bachelor of Business Studies (Business Management)
Namuna Machindra Campus, Kathmandu, Nepal.

03/2009 - 03/2012.

SKILLS

Tally ERP	Inventory audit report	Strong analytical skills
Payroll Assistance	Communication Skills	Financial reports
Security Operations	Data Entry	Shrinkage reporting
Leadership skills		

LANGUAGES

Nepali	Native
Hindi/Urdu	Fluent
English	Fluent