

Salome Wanjeri Ndichu

Security Officer



✉ salyw529@gmail.com

☎ 254 707 675 669

📍 Kiambu, Kenya

🚩 Kenyan

♀ Female

📄 PROFILE

Highly motivated and experienced security professional with 5+ years of experience in (protected) environments. Proven ability to monitor, patrol, and respond to security breaches, ensuring the safety of personnel and property. Seeking a challenging security officer role where I can utilize my skills in surveillance, emergency response, and conflict resolution.

🎓 EDUCATION

Bachelor of commerce and Finance

Meru University of Science and Technology

2012 – 2016

Kenya Certificate of Secondary Education (K.C.S.E)

Mahiga Girl's High school

2008 – 2011



PROFESSIONAL EXPERIENCE

Absolute Security Limited

Security Officer

10/2022 – present

- Patrolling and securing the area.
- Monitoring and analysing CCTV camera footage.
- Guarding valuables in a secure area.
- Protecting the company's assets relative to theft, assault, fire and other safety issues
- Responding to alarms and emergencies.
- Communicating any irregularities with management.
- Keeping an incident report record.
- Following procedures for various initiatives including fire prevention, traffic control and accident investigations
- Checking visitors in and out of the area.
- Escorting visitors around the premises.
- Ensuring compliance with government regulations

Groupten Security Guard Services

Security Officer

01/2020 – 09/2022

- Patrol premises regularly to maintain order and establish presence
- Monitor and authorize entrance of vehicles or people in the property
- Remove wrongdoers or trespassers from the area
- Secure all exits, doors and windows after end of operations
- Check surveillance cameras periodically to identify disruptions or unlawful acts
- Investigate people for suspicious activity or possessions
- Respond to alarms by investigating and assessing the situation
- Provide assistance to people in need
- Apprehend and detain perpetrators according to legal protocol before arrival of authorities
- Submit reports of daily surveillance activity and important occurrences

LANGUAGES

English

Good in the language (reading, writing, and speaking)

Kiswahili

I'm good in all aspects of the language.

INTERESTS

- Listening to music
- Reading motivational books
- Travelling and adventure

SKILLS

- Vigilance and situation awareness.
- Communication skills
- Problem solving and critical thinking skills
- Technical proficiency
- Physical fitness and Stamina
- Attention to detail

REFERENCES

Available Upon Request

Recommendation *Letter*

June, 2025

To potential employer,

I am writing to recommend Salome Wanjeri Ndichu for a Security Officer position. I have known her for three years as her supervisor at Absolute security Limited . During this time, I have been consistently impressed by her dedication, integrity, and strong work ethic.

Salome Wanjeri possesses excellent observational skills and has consistently demonstrated a high level of vigilance in monitoring our premises and identifying potential security risks. She is also highly reliable and has proven to be a trustworthy individual who can be relied upon to carry out their duties with utmost professionalism.

In addition, Salome Wanjeri has strong communication and interpersonal skills. She is adept at de-escalating tense situations and resolving conflicts effectively. I recall one instance where she successfully diffused a potentially volatile situation by [briefly describe the situation and how the candidate handled it.

I am confident that would be a valuable asset to any security team. She possesses the necessary skills, experience, and personal qualities to excel in this role.

Please do not hesitate to reach out if you have any questions. I will be more than happy to discuss this recommendation further. Thank you.

Sincerely,

Neil Tran
Supervisor

Ultimate Security Limited

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Phone Number: +254-723-456-7890

Email: ultimatesecurity@kenya.com

Website: ultimatesecurity.com

5'2" ft/in 1.57 m/cm

Pasi /



Signature of Passport Officer / *Sahihi ya Afisa wa Pasi* /
Signature de l'Agent des Passeports

Pealenz

Type/Aina/Type Country Code/Namburi ya Nchi/Code du Pays Passport No./Namburi ya Pasi/N° de Passeport

Surname/Linea la Ukoo/Non

NDICHU

SALOME WANJERI

KENYAN

Personal No./Nambari ya Kibinafsi/N^o Personnel

3043735

F KIAMBU, KEN

Issuing Authority/Mamlaka ya kutoa Pasi/Autorité

GOVERNMENT OF KENYA

Holder's Signature/Sahihi ya Mwenye Pasi/
Signature du Titulaire

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