

Salome Wanjeri Ndichu

Security Officer



✉️ salyw529@gmail.com
📞 254 707 675 669
📍 Kiambu, Kenya
🚩 Kenyan
乸 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

Address: 123-567 Nairobi Kenya

Phone Number: +254-723-456-7890

Email: ultimatesecurity@kenya.com

Website: ultimatesecurity.com

DESCRIPTION / MAELEZO / DESCRIPTION

Bearer / Mwanyi Pas / Titulaire

SALOME WANJERI NDICHIU

Place of Residence / Mahali aishipo / Lieu de Résidence

IKINU

Height / Urefu / Hauteur

5'2" ft/m **1.57** m/cm

Colour of Eyes / Rangi ya Macho / Couleur des Yeux

BLACK

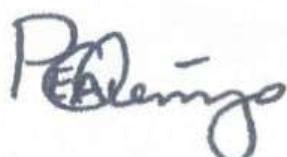
Special Peculiarities / Alama yoyote isiyo ya kawaida / Particularités Spéciales

NONE

Profession / Taaluma / Profession

Signature of Holder / Sahihi ya Mwenye Pas /
Signature du Titulaire

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



REPUBLIC OF KENYA / JAMHURI YA KENYA / REPUBLIQUE DE KENYA



PASSPORT/PASI/PASSEPORT

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

P KEN

BK1007287

Sumame/Jina la Uko/Nom

NDICHIU

Given Names/Majina Aliyopewa/Prénoms

SALOME WANJERI

Nationality/Utaifa/Nationalité

KENYAN

Date of Birth/Tarehe ya Kuzaliwa/Date de Naissance

15 JAN 1995

Personal No./Nambari ya Kihinasi/N° Personnel

3043735

Sex/Jinsia/Sexe Place of Birth/Mahali pa Kuzaliwa/Lieu de Naissance

F KIAMBU, KEN

Date of Issue/Tarehe ya Kutolewa/Date de Délivrance

16 JUN 2025

Issuing Authority/Mamlaka ya kutoa Pas/Autorité

GOVERNMENT OF KENYA

Date of Expiry/Tarehe ya Mwisho/Date d'Expiration

15 JUN 2035

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



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