

John Fabish Odeny
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16th Dec, 2025



The Hiring Manager

Dear Sir/Madam,

RE: APPLICATION FOR A SECURITY GUARD POSITION.

I am writing to formally apply for the position of **Security Officer** at your esteemed organization. I am highly motivated, disciplined, and committed to maintaining safety, order, and the protection of lives and property. With a strong sense of responsibility and integrity, I believe I am well suited for this role.

I possess practical experience in security operations, including access control, surveillance, patrol duties, incident reporting, and emergency response. I am trained to remain alert, calm, and professional in high-pressure situations while strictly adhering to company policies and security protocols. My ability to observe details, communicate effectively, and respond swiftly to potential threats has consistently contributed to a safe environment in my previous assignments.

In addition, I am physically fit, honest, and reliable, with a strong work ethic and respect for authority. I work well both independently and as part of a team, and I am always willing to learn and improve my skills. My dedication to duty and respect for confidentiality make me a dependable candidate for your organization.

I would welcome the opportunity to contribute my skills and commitment to your security team. I am available for an interview at your convenience and can be reached through the contact details provided above.

Thank you for considering my application. I look forward to your positive response.

Yours faithfully,

A handwritten signature in black ink, appearing to read "John Fabish Odeny".

John Fabish Odeny



Personal Information

Mobile: +254742843266

E-mail: johnfabishodeny@gmail.com

Nationality: Kenyan

GENDER: Male

PASSPORT: Yes

Language: English

Interests

Creating Organizational Development Programs for micro and small enterprises
Hosting personal development workshops
Traveling and Mountain Climbing

Education

2022: Industrial Attachment (Southern palms beach resort)

2021: Meru National Polytechnic (Certificate in Catering & Accommodation)

2020: National Building in Tumaini Farm unit (NYS) in Nyandarua County

2019: NYS Parliamentary training (National Youth Service)

2016: St. Monica Lubao Secondary School (K.C.S.E)

2012: Mukuyu Primary School (K.C.P.E)

Skills

Analytical thinking, planning

Strong communication

Tolerant and flexible

Organization and prioritization

Problem solving

Team leadership

JOHN FABISH ODENY

Security Guard Profession

Personal Summary

Dedicated and vigilant Security Guard with proven experience in maintaining a safe and secure environment for people, property, and assets. Skilled in access control, patrol operations, incident reporting, and conflict de-escalation. Known for strong situational awareness, professionalism, and the ability to respond calmly and effectively in high-pressure situations while adhering to established security protocols.

Work Experience

2020-To date

● Vickers Security Services	Security Assignment In charge
<ul style="list-style-type: none">• Supervise and coordinate the daily activities of security personnel to ensure effective site coverage and compliance with security procedures.• Maintain overall responsibility for the safety and security of premises, employees, visitors, and assets.• Assign duties, prepare duty rosters, and ensure proper staffing for all shifts.• Monitor access control systems, CCTV surveillance, and alarm systems to detect and respond to security threats.	

2015-2020

● Lion Security services.	Security Guard
<ul style="list-style-type: none">• Conduct regular patrols and inspections to identify risks, safety hazards, or security breaches.• Handle incidents such as theft, trespassing, emergencies, or disturbances, and take appropriate corrective action.• Prepare accurate incident reports, daily logs, and security documentation for management review.• Coordinate with management, law enforcement, and emergency services when required.• Ensure all security personnel follow company policies, safety regulations, and legal requirements.	

2011-2015

● Safe Security services	Field Supervisor /Incharge
<ul style="list-style-type: none">• Led and supervised a team of X security personnel, ensuring full shift coverage and compliance.• Improved shift discipline and reporting accuracy across the security team.• Coordinated successfully with law enforcement during incidents or emergencies.• Controlling in and out inventory	