

# CURRICULUM VITAE

## PERSONAL DETAILS

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**Name** : Firdaus Juma Mwendwa  
**Nationality** : Kenyan  
**Marital Status** : Single  
**Gender** : Female  
**Language** : English, Kiswahili  
**Religion** : Muslim  
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## PROFILE

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Dedicated security professional with 5+ years of experience safeguarding corporate environments. Skilled in access control, visitor verification, and threat assessment, with proven success in maintaining a secure and welcoming atmosphere for staff and clients.

## JOB DESCRIPTION

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- ❖ Problem solving skills
- ❖ Mobilization skills
- ❖ Mediation and advocacy skills
- ❖ Listening skills

## WORK EXPERIENCE

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**2021 – May 2025** : **Feroza Apartments**

**Position** : **Security Guard**

### Duties

- ❖ Conduct regular foot or vehicle patrols of the premises, both inside and outside, to look for signs of trouble or breaches in security.
- ❖ Monitor surveillance cameras and other security systems, and review footage as needed to identify suspicious activity.
- ❖ Manage who enters and exits a property by checking IDs, monitoring vehicle access, and controlling access badges to ensure only authorized individuals are present.

- ❖ Act as the first responder to emergencies such as fires, medical incidents, or security breaches. This includes alerting emergency services, assisting people, and directing evacuations.

**2017 – 2020 : Mantex Supermarket**

**Position : Security Guard**

### **Duties**

- ❖ Maintain detailed logs of daily activities, document any incidents or irregularities, and submit reports to management and/or law enforcement.
- ❖ Maintain a visible presence to deter criminal activity and ensure a sense of safety and order on the premises.
- ❖ Enforce company policies and building rules to ensure compliance and address any violations.
- ❖ Serve as a point of contact for visitors and employees, answering questions, providing directions, and assisting with their needs.
- ❖ Inspect, test, and maintain security equipment and systems, and report any issues or required maintenance.

## **EDUCATIONAL BACKGROUND**

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**2013 to 2016 : HEIGHTS ACADEMY**

Attained : Kenya Certificate of Secondary Education

**2005 to 2012 : RIRUTA HGM PRIMARY SCHOOL**

Attained : Kenya Certificate of Primary Education

## **HOBBIES**

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- ❖ Listening to music
- ❖ Reading
- ❖ Travelling

## **REFREES**

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To be provided upon request