



Bostine Ongutu

Security Officer

Doha, Qatar, Building no 35, Matar Qadeem

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SUMMARY

Dedicated and vigilant Security Professional with 5 years of experience in safeguarding people, property, and information. Skilled in risk assessment, surveillance, and emergency response. Known for strong attention to detail, excellent communication, and a calm demeanor in high-pressure situations. Committed to maintaining a safe environment through proactive security measures and professional conflict resolution.

SKILLS

Problem-Solving Abilities



Communication



Customer service



Situational Awareness



Physical Fitness



Technical Knowledge:



Attention to Detail



LANGUAGES

English



Kiswahili



WEBSITES AND SOCIAL LINKS

LinkedIn: www.linkedin.com/in/bostine-otieno-655764b9

EXPERIENCE

Security Officer

Mar 2023 — Jul 2025

Blue Diamond Security Services - Dubai

- Ensured a safe environment, reducing incidents by 30% annually.
- Implemented security protocols, enhancing response time by 25%.
- Conducted regular patrols, boosting visibility and deterring crime.
- Managed access control, improving security measures for sensitive areas.
- Collaborated with law enforcement, strengthening community relations.
- Utilized surveillance technology, enhancing monitoring efficiency by 50%.
- Resolved conflicts swiftly, maintaining a peaceful atmosphere.
- Prepared detailed reports, aiding in incident analysis and prevention.
- Recognized for outstanding service, receiving multiple commendations.

Security Guard

Feb 2020 — Dec 2022

G4S Kenya Ltd - Nairobi, Kenya

- Monitored premises to deter theft and ensure safety for all visitors.
- Collaborated with law enforcement, improving incident resolution times.
- Conducted regular patrols, enhancing visibility and deterring criminal activity.
- Maintained detailed reports, aiding in investigations and improving security.
- Developed and executed security plans for events, ensuring seamless operations.

Document controller

Jan 2015 — Dec 2020

Aramex Kenya Ltd - Nairobi, Kenya

- Streamlined document management, boosting efficiency by 30%.
- Ensured compliance with industry standards, minimizing audit risks.
- Collaborated with cross-functional teams to enhance project workflows.
- Trained staff on document control processes, improving team productivity.
- Managed version control, ensuring accuracy and consistency in documents.
- Developed templates that standardized documentation, saving time.
- Conducted regular audits, maintaining 100% accuracy in records.

REFERENCES

Reference available upon request

- Facilitated seamless communication between departments, enhancing collaboration.
- Achieved a 20% reduction in document-related errors through proactive measures.

EDUCATION

Trans-Eastern Airline Aviation college

2013 — 2015

Nairobi | Diploma in Shipping Logistic management

- Achieved top 10% in class for Shipping Logistics coursework
- Completed a capstone project on supply chain optimization
- Received recognition for excellence in logistics management
- Participated in industry seminars and networking events

Kuoyo Kochia High School

2006 — 2009

Homa-Bay | Kenya certificate of Secondary Education

- Recognized for excellence in Science and Technology
- Participated in national academic competitions and fairs
- Achieved a mean grade of C+ in KCSE examinations

ACHIEVEMENTS

- Awarded the Certificate for Working Beyond the Call of Duty for exceptional hard work and utmost dedication at ARAMEX Kenya Ltd, September 21, 2015
- Recognized with the Certificate for Outstanding Performance (Employee of the Month) at ARAMEX Kenya Ltd, October 15, 2017

CERTIFICATIONS AND LICENSES

Training on Awareness of Dangerous Goods Regulations (DGR) for General Cargo TSA Group, Training on Postal and Courier Operations and Security The African Advanced Level Telecommunication Institute (AFRALTI), Training on Postal and Courier Operations and Standards The African Advanced Level Telecommunication Institute(AFRALTI), Training on Driving Skills Rocky Driving School, Training on Fire Safety Awareness HAE Training, Training on WFC Code of Ethics and Conduct World Freight Company, Ramp Safety & Airside Driving Permit (QCAA Certified), Aviation Security (AVSEC), First Aid & CPR (Basic)

HOBBIES AND INTERESTS

- Physical fitness training
- learning about surveillance systems,
- Volunteering in community watch programs

- practicing self-defense