
CURRICULUM VITAE

DORCUS NDUKU

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Location: Nairobi

PERSONAL PROFILE

Dedicated and vigilant Security Guard with strong observation skills and a commitment to maintaining safety and order. Experienced in monitoring premises, controlling access, and responding to incidents professionally. Reliable, disciplined, and able to work effectively both independently and as part of a team to ensure a secure environment.

KEY SKILLS

- Surveillance and monitoring
- Access control and visitor management
- Incident reporting and documentation
- Emergency response handling
- Patrolling and inspection
- Conflict resolution
- Communication and teamwork
- Time management and discipline

WORK EXPERIENCE

EPZ manufacturing company(2017-2025)

- Operate industrial sewing and cutting machines to produce uniforms and garments according to set specifications.
- Follow production schedules to meet daily output targets while maintaining quality standards.
- Inspect finished garments to ensure accuracy in stitching, sizing, and finishing.
- Maintain cleanliness and safety in the workstation in compliance with factory regulations.

Brinks Security Services Ltd (2005- 2015)

- Protected assigned premises by monitoring entry and exit points and verifying visitor identification.
- Conducted routine patrols to deter and detect security threats.
- Operated CCTV surveillance systems and reported suspicious activities.
- Responded promptly to alarms, incidents, and emergency situations following company procedures.
- Recorded daily activities, incidents, and observations in the Occurrence Book (OB).

EDUCATION

Secondary school

Masii Secondary school – completed in 2001

College

Tulimani Polytechnic – completed in 2002

CERTIFICATIONS

- Health and safety Certificate
- Fire Safety Training Certificate

PERSONAL ATTRIBUTES

- Honest and trustworthy
- Physically fit and alert
- Calm under pressure
- Respectful and professional

REFEREES

Available upon request.
