

CURRICULAM VITAE

PERSONAL DETAILS

Full Name: Caroline Wangari Ng'ang'a

Year of Birth: 2004

Nationality: Kenyan

Gender: Female

Marital Status: Single

Religion: Christian

Height: 5'5"



PROFESSIONAL SUMMARY

Highly disciplined and vigilant Security Guard with proven experience in access control, patrol operations, incident reporting, and protection of people and property. Demonstrates strong situational awareness, professionalism, and the ability to operate effectively in high-pressure environments while maintaining excellent public relations. Physically fit, well-presented, and aligned with GardaWorld's international security and safety standards.

CORE COMPETENCIES

- Access Control & Visitor Screening
- Foot Patrols & Area Surveillance
- Incident & Occurrence Reporting
- Asset & Property Protection
- Emergency Response Awareness
- Crowd & Public Safety
- Conflict De-escalation
- Professional Communication
- Team Coordination & Discipline

PROFESSIONAL EXPERIENCE

Security Guard

EAGLE EYE SECURITY SERVICES LTD

January 2023 – November 2025

- Enforced access control procedures for staff, guests, and authorized visitors.
- Conducted routine and random patrols to detect and deter security threats.
- Monitored entrances, exits, and public areas to ensure safety and order.

- Responded promptly to security incidents, disturbances, and emergencies.
- Prepared clear and accurate incident and daily occurrence reports.
- Assisted in emergency procedures including evacuation and first response support.
- Maintained a professional presence in line with international security standards.
- Cash Handling & Front Office Support (Security-Focused Role)

Aber Car Hire

Nairobi, Kenya

December 2022 – December 2023

- Safeguarded company assets through secure cash handling and verification procedures.
- Verified client identification and documentation before service approval.
- Maintained front office security and monitored customer activity.
- Identified and reported suspicious behavior or policy violations.
- Upheld confidentiality, professionalism, and compliance with company procedures.

EDUCATION

Certificate in Computer Studies

Winnerling Schools – Othaya, Nyeri

2021

Kenya Certificate of Secondary Education (KCSE)

Birithia Girls High School – Othaya, Nyeri

2018 – 2021

CERTIFICATIONS & ADDITIONAL TRAINING

- Personal Presentation & Professional Conduct
- Creative Communication & Report Writing
- Journalism Certificate of Participation

LANGUAGES

- ✧ English – Fluent
- ✧ Kiswahili – Fluent
- ✧ Kikuyu – Native



EAGLE EYE SECURITY SERVICES LTD

P.O. Box 45821 – 00100

Nairobi, Kenya

Tel: +254701112581

Date: 7/10/2025

TO WHOM IT MAY CONCERN

This letter serves as a formal recommendation for **Ms. Caroline Wangari Ng'ang'a**, who was employed by **Eagle Eye Security Services Ltd** as a **Security Guard** from **January 2023 to November 2025**.

During her tenure, Ms. Caroline was responsible for **access control, visitor screening, patrols of premises, monitoring of security systems, reporting incidents, and protecting both personnel and company assets**. She consistently demonstrated **discipline, reliability, and vigilance** in all assigned duties.

Ms. Caroline maintained a **professional demeanor at all times**, adhered strictly to company policies, and followed instructions from supervisors accurately. She effectively communicated with clients, staff, and the public, handled security-related incidents calmly, and ensured accurate documentation of events. Her punctuality, integrity, and dedication made her a trusted member of our security team.

Based on her performance, conduct, and work ethic, we confidently recommend Ms. Caroline for **security-related employment** with any reputable organization. She has proven herself to be a **responsible, dependable, and capable security professional**.

For any additional information, please feel free to contact our office.

Yours faithfully,

JOHN MWANGI

Operations Supervisor
Eagle Eye Security Services Ltd.

Bearer / *Mwenye Pasi* / TitulairePlace of Residence / *Mahali aishipo* / Lieu de Résidence

THINGITHU

Height / Urefu / Hauteur

5'5" *ft/in* **1.65** *m/cm*

Colour of Eyes / *Rangi ya Macho* / *Couleur des Yeux*

BLACK

Special Peculiarities / *Alama yovote isiyo ya kawaida* / *Particularités Spéciales*

NONE

Profession / Taaluma / Profession

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

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

PEARL

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 Pasi/N° de Passeport

Type/Initial/Type	Country
P	KEN
Surname/Initial/Name	

AK1709959

NGANGA

Given Names/Majina Aliyopewa/Prénoms

CAROLINE W

Nationality/Utaifa

KENYAN

Date of Birth/Tarehe ya Kuzaliwa

14 APR 2004

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

F NYERI CENTRAL, KEN

Date of Issue/Tarehe ya Kutolewa/Date de Délivrance Issuance

01 OCT 2024

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

30 SEP 2034

Personal No./Nambari ya Kibinafsi/N° Personnel

1982786

F NYERI CENTRAL, KEN

Date of Issue/Tarehe ya Kutolewa/Date de Délivrance Issuance

01 OCT 2024 GOV

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

30 SEP 2034

Issuing Authority/Mamlaka ya kutoa Pasi/Autorita

GOVERNMENT OF KENYA

Holder's Signature/Sahihi ya Mwenye Pasi/

Signature du Titulaire

~~KaE~~[illegible]

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