

# CURRICULUM 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.

DESCRIPTION / MAELEZO / DESCRIPTION

Bearer / Mwenye Pasi / Titulaire

**CAROLINE WANGARI NGANGA**

Place 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 yoyote 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

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

**P KEN AK1709959**

Surname/Jina la Ukuu/Nom

**NGANGA**

Given Names/Majina Aliyopewa/Prénoms

**CAROLINE WANGARI**

Nationality/Utaifa/Nationalité

**KENYAN**

Date of Birth/Tarehe ya Kuzaliwa/Date de Naissance

**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

**01 OCT 2024**

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

**30 SEP 2034**

Personal No./Nambari ya Kibinafsi/N° Personnel

**1982786**

Issuing Authority/Mamlaka ya kutoa Pasi/Autorité

**GOVERNMENT OF KENYA**

Holder's Signature/Sahihii ya Mwenye Pasi/

Signature du Titulaire



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