

# **DORCAS NDUKU**

## **NYUMU**

### **SECURITY GUARD**

Passport Number : AK0491460

Tel+254795225319

Email :dorcus2026@gmail.com

Nationality: Kenyan

Gender: Female

Language English, Swahili



#### **About Me**

I am a dedicated and results-driven security professional with a strong commitment to maintaining safety, order, and protection of people and property. With proven experience in surveillance, access control, and incident response, I ensure a secure environment through vigilance, discipline, and adherence to security procedures. I am skilled in identifying potential risks, handling emergencies calmly, and reporting accurately. I am committed to professionalism, integrity, and teamwork, ensuring clients and organizations feel safe and protected at all times.

#### **Attributes**

- 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

#### **Education:**

**2002 :Tulimani Polytechnic**

Tailoring & Dress making

**1998-2001 : Masii Girls HIGH sCHOOL**

--Kenya Certificate of Secondary Education

**1989-1997 : Eedei Primary School**

-Kenya Certificate of Primary Education

#### **Other Certifications**

- Health and safety Certificate
- Fire Safety Training Certificate
- Security services

#### **Referees**

Upon Request

#### **Work Experience:**

##### **Security Guard**

2022- to date : Securex Security services

2012-2021 : Lavington Security company ltd

2010 - 2011 : Dragon Security Company

#### **Responsibilities**

- Maintaining security at entry and exit points.
- Conducting regular patrols around premises to detect suspicious activities.
- Monitoring CCTV surveillance systems and alarm panels.
- Recording visitor details and issuing entry passes.
- Responding promptly to security incidents and emergencies.
- Reporting security breaches, damages, or unusual occurrences to supervisors.
- Ensuring property and equipment are protected from theft or vandalism.
- Enforcing building and estate security rules and regulations.
- Assisting residents, tenants, and visitors with directions and inquiries.
- Checking and securing doors, gates, and windows.
- Coordinating with law enforcement or emergency services when necessary.
- Keeping accurate daily security occurrence records.