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**Gayatri Vinayak Potdar**

**Flat no. 1001, I wing, Jasmine, Lodha Crown, Khoni,**

**Taloja Dombivali – East – 421 204**

**gayatrivinayakpotdar@gmail.com**

**Cont. No. 90041 63019**

**Career Objective –**

 **“To obtain a challenging and responsible position as a Security Supervisior within an organization that will utilize my skills, talent, experience, and education. As well offers a growth opportunity at the start of my career“**

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| **Name** | **Ms. Gayatri Vinayak Potdar** |
| **Date of Birth** | **22\05\1984** |
| **Age** | **38 Years** |
| **Present Address****Permanent Address** | **Flat no. 1001, I wing, Jasmine, Lodha Crown, Khoni, Taloja Dombivali – East – 421 204****1208, C Wing, Violet, Lodha Crown, Khoni, Taloja.****Dombivali East- 421 204** |
| **Educational Qualification** | **Master of Arts (M.A)****Special Subject – Marathi with First Class – Pune University in 2007.****Bachelor degree in Arts (B.A) with First Class in Pune University in 2004.****HSC from Maharashtra Board with First Class % in 2001.****SSC from Maharashtra Board with First % in 1998,** |
| **Experience** | * **I had worked with Ibis hotel as Security Associate from February, 2021 to March, 2022.**
* **I have run my own women readymade garment offline sales since May – 2019 Jan- 2021. I have to wind up due Co vide -19.**
* **I have run my own beauty parlor since 2008 to 2019 but now I am looking for a job.**
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| **Language** | **Hindi, Marathi & English** |
| **Skill** | * **Integrity**
* **Safety Management**
* **Professionalism**
* **Reporting Skills**
* **Patrolling**
* **Attention to Detail**
* **Communication**
* **Team player**
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| **Roles and responsibilities** | * **Responsible of controlling, monitoring and authorizing entrance and departure of employees, visitors, and other persons.**
* **Patrolling the Embassy and staff Residences.**
* **Checking for suspicious packages etc. and random external checks.**
* **Check communications, radios, mobile phones and landlines.**
* **Monitoring CCTV: Real time and reviewing events.**
* **Access control of pedestrian, Vehicle and emergency gates.**
* **Searching visitors and vehicles.**
* **Registering and scanning mail and parcels delivered to the embassy.**
* **Escorting visitors, contractors and deliveries.**
* **Checking guest lists and dealing with car parking during events organized at the Residence or Embassy.**
* **Answering telephone calls to take messages, answer questions, and provide information.**
* **Monitor and investigate fire and security alarms.**
* **Reporting of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.**
* **Maintaining the daily record sheets: Duty Register, Vehicle Log, Arrival & Departure Log, Random Search Register, Key Register and Incident Register.**
* **Dealing with customers by giving them information or guidance.**
* **Responsible for the safety of visitors in case of emergencies.**
* **Locally engaged guards are responsible for supervising and providing guidance for temporary recruited contractor security guards both at the Embassy and the Residence.**
* **Registering the entrance and leaving of staff and visitors.**
* **Issuing passes to visitors.**
* **Responsible for doing a weekly alarm test (fire, bomb and incident) with coordination of the receptionist and register it in the log provided.**
* **Responsible for answering the fire alarms; reading addresses, deactivating and reset the fire panel.**
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| **Salary Expectation** | **As per industry standard and experience** |
| **Last salary package** | **Rs. 16,000 PM.** |