

# **CURRICULUM VITAE**

## **PERSONAL DETAILS**

FULL NAME: **COLLINS MARK ODUOR NALO**  
DATE OF BIRTH: 11/07/1981  
NATIONALITY : KENYAN  
MARITAL STATUS: MARRIED  
GENDER : MALE  
RELIGION : CHRISTIAN  
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## **CAREER OBJECTIVE**

To Secure the position of a security Officer/Manager/Director in an organization based on my fifteen (15) years of experience in the field as an honest and hardworking Security professional with impeccable skills in Security Management, Risk assessment , Risk mitigation plan, Physical security, Security Surveillance, Convoy operations, Contingency planning as well as counter-terrorism.

## **KEY COMPETENCIES AND SKILLS**

- Strong interpersonal skills.
- Ability to read and understand written information.
- In depth knowledge of security environment.
- Solid customer service skills.
- Effective interaction with security staff and customer.
- Exceptional supervisory skills.
- Extremely creative thinking and professional.
- Capability to work independently as well as with team.
- Strong analytical and research skills.
- Exceptionally result oriented and self-motivated.
- Great leadership ability.
- Ability to deal with security problems.
- Effectual multitasking skills.
- Strong ability to face critical and dangerous situation.

## **EDUCATION BACKGROUND**

**2014-2017:** UNIVERSITY EDUCATION  
UNIVERSITY OF NAIROBI MAIN CAMPUS  
BACHELOR OF ARTS DEGREE  
POLITICAL SCIENCE, PUBLIC ADMINISTRATION AND SOCIOLOGY  
AWARDED DEGREE AT SECOND CLASS HONOURS, UPPER DIVISION

**2011-2013:** UNIVERSITY EDUCATION  
UNIVERSITY OF NAIROBI  
DIPLOMA IN CRIMINOLOGY AND SOCIAL ORDER  
AWARDED DIPLOMA AT CREDIT LEVEL

**2009-2009:** COLLEGE EDUCATION  
LIGHTWAVE COMPUTER INSTITUTE RUIRU  
CERTIFICATE IN COMPUTER APPLICATIONS  
AWARDED CERTIFICATE AT CREDIT LEVEL

**1998-2001:** SECONDARY SCHOOL EDUCATION  
MUHORONI MIXED SECONDARY SCHOOL  
KENYA CERTIFICATE OF SECONDARY EDUCATION  
SCORED K.C.S.E B- (MINUS)

**1989-1997:** PRIMARY SCHOOL EDUCATION  
MAKINDU PRIMARY SCHOOL  
KENYA CERTIFICATE OF PRIMARY EDUCATION  
SCORED KCPE 422/700

## **PROFESSIONAL QUALIFICATIONS**

**2009: NATIONAL POLICE SERVICE**  
Paramilitary General Service Unit (GSU)  
Recce Company Ruiru

### **Areas of training**

- Vital installation security
- V.I.P protection course
- Fixed site Security
- Communication signals
- Explosives recognition and demolition
- Counter-terrorism course

## **AUGUST 2008: THE UNITED STATES OF AMERICA (USA)**

US Government Sponsored Training

### **Areas of training**

- Counter-terrorism
- Surveillance
- Vital installation security
- Explosives
- V, I, P protection
- Communication signals and first aid
- Fixed site security

## **2004 APRIL-2004DEC: PARAMILITARY GSU RECCE**

Recce Company Initial Course

### **Areas of training**

- Explosives,
- V.I.P protection,
- Fire arms,
- Communication signals and first aid
- Counter-terrorism and Surveillance
- Vital installation security
- Specialized Police Operations

## **WORK EXPERIENCE**

### **JANUARY 2016-CURRENT: SENIOR SECURITY OFFICER UNIVERSITY OF NAIROBI**

#### **GENERAL PURPOSE**

The primary objective is the security and safety of staff, students, visitors, university buildings and their contents throughout a 24 hour cycle, 365 days per year.

#### **MAIN JOB TASKS, DUTIES AND RESPONSIBILITIES**

- Carry out regular patrolling across campus and attend incidents and help co-ordinate situations as directed by the Duty Supervisor
- Attend and pro-actively deal with any security related incident
- Record all incidents in the appropriate format and write concise and accurate incident reports as necessary.
- Operate security related equipment following departmental procedures, ensuring the equipment is maintained and stored correctly
- Deal professionally with victims of crime and individuals in confrontational situations.
- Undertake car park patrols to manage and monitor parking to ensure compliance with college policies and provide a safe environment

- Carry out a range of administrative tasks to support the department
- Implement emergency procedures to ensure safe evacuation of the campus in case of fire or other emergency
- Participate in training and team development activities, to develop and update skills and knowledge.
- Be familiar with and promote the Equality and Diversity Policy of the University of Nairobi.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organization's stability and reputation by complying with legal requirements while discharging my mandate
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers
- Working in collaboration with the Local Government Security agencies in the Region i.e. the Kenya Police and all other security agencies
- Conducting periodic risk assessments, Security audit and coming up and appropriate measures
- Security Surveillance on Campus

## **2013-2016 SECURITY OFFICER UNIVERSITY OF NAIROBI**

### **GENERAL PURPOSE**

The primary objective is the security and safety of staff, students, visitors, university buildings and their contents throughout a 24 hour cycle, 365 days per year.

### **MAIN JOB TASKS, DUTIES AND RESPONSIBILITIES**

- Taking all necessary steps to detect and prevent crime incidents, and apprehension of offenders as well as issuing security reports in areas under my direct supervision.
- Maintenance of good public order in the entire University
- Protecting University assets against theft, terrorism, pilferage, damage, misuse, Sabotage or other harmful causes
- Protection of life and property of the entire University community by advising staff and Students of any security threats
- Ensuring that incidents are correctly and objectively recorded in the occurrence book as soon as they happen. This is achieved by training security staff in report office on Occurrence book use and entry of incidents
- Collecting and collating intelligence on current trends in crime and other security Matters that could adversely affect the company
- Neutralize situations calmly with tact and common sense.
- Perform requests by the client, within the scope of our duties or within reason
- Maintain the professional standards of the University Security Department by following the policies and set procedures
- Serve as training officer to new security staff
- Performs miscellaneous job-related duties as assigned

## **FEB 2010-SEPT 2013: ASSISTANT SECURITY OFFICER UNIVERSITY OF NAIROBI.**

### **GENERAL PURPOSE**

The primary objective is the security and safety of staff, students, visitors, university buildings and their contents throughout a 24 hour cycle, 365 days per year.

### **MAIN JOB TASKS, DUTIES AND RESPONSIBILITIES**

- Conduct metal detection screenings in vital installations of the University
- Deter admittance of unauthorized persons to the premises; monitor all vehicles Entering University grounds
- Patrol classes, Offices, restrooms and parking area throughout the day to ensure that they are secured. Monitor the physical safety of campus buildings by locking and unlocking doors, patrolling or monitoring using surveillance systems, and reporting suspicious behavior
- Investigate unusual conditions or disturbances in the University
- The control of access to premises being protected
- To maintain Social Order in the University at all times by providing security during University events I.e. graduation, public lectures etc
- Supervise internal and contracted security guards of the University
- Assist with fire drills and emergency evacuations
- Perform related work as required.

## **MAY 2003-MAY 2010: KENYA POLICE SERVICE (PARAMILITARY GENERAL SERVICE UNIT RECCE COMPANY)**

### **GENERAL PURPOSE**

Internal Security of the Republic of Kenya

## **MAIN JOB TASKS, DUTIES AND RESPONSIBILITIES**

The Unit is established to support the following functions of the Kenya Police Service in accordance with Section 24 of the National Police Service Act, 2011.

- To provide security and protection to His Excellency the President and to provide security to the First Family
- Provide security to visiting Heads of State and Governments
- Provide Security to any other V.I.P. as may be directed by the Inspector-General/Providing security to his Excellency the President, state houses / lodges
- Providing security for selected foreign Airlines. Providing security to vital installations and strategic points
- Controlling rioters' mobs and civil disturbance
- Carrying out anti-poaching operations and escort duties
- Containing banditry and cattle rustling
- Countering terrorism activities and insurgencies
- Vital Installation Security

## **PROFESSIONAL REFEREES**

**Please feel free to contact the Under Mentioned in Regard to my competence, work ethic, performance and/or any other aspect with respect to me.**

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