
EMMAH WAIRIMU WACHIRA
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Education and Professional Qualifications:

- Currently pursuing Bachelor of Arts in Sociology degree at Moi University (4th yr)
- Diploma in Disaster Management, Kenyatta University, 2006-2008
- Kenya Certificate of Secondary Education B- (Minus) Mary Leakey Girls School 1995-1998

Career Profile

A qualified security officer with excellent knowledge and skills in investigations, CCTV surveillance, access control and alarm system, physical security, fire fighting, first aid, control room operations and disaster management. My goal would be to promote a positive security culture by utilizing my knowledge and experience in the security industry.

Key Professional Skills:

- Ability to research and analyze information from a variety of sources
- Excellent problem-solving and conflict resolution skills and the ability to weigh arguments and to sift material
- Strong organizational and supervisory skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands
- Excellent interpersonal and communications skills,
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment
- Good working knowledge of political, cultural and security situation
- Proficient in computer applications such as Microsoft Office

PROFESSIONAL EXPERIENCE

Assistant Security Officer

University of Nairobi: 4th May to date.

Accident and Police Liaison Officer

Directline Assurance: October 1st 2014 to 30th April.

Duties and responsibilities

- Creating and maintaining good and professional relationships between the company and the police and other important sources of data in order to facilitate the investigation officers queries, obtain immediate information regarding major accidents and manage entry of claimants into the occurrence book.
- Reporting the occurrence of incidents / accidents to the company as soon as they occur and visiting the accident scene, taking photographic evidence of the damages to the vehicle and injured persons, collecting information in regard to the medical institutions that are involved in the initial treatment of the injured persons.
- Conducting investigations and submitting quality investigation reports in a prescribed format.

- Managing and reporting the number of claimants allegedly injured in road traffic accidents involving vehicles insured by Directline being issued with PARØS and P3 forms.
- Gather intelligence information in regard to accidents and claims trends in the area of coverage.
- Detecting and reporting fraudulent claims.
- Establishing the cause of an incident and the parties involved and where applicable ensuring that the police attribute negligence to the correct parties.
- Establishing the identities of the parties involved in the incident with the emphasis on injured persons and witnesses.
- Obtaining details of the claimants and claimants statements from the police records in regards to the circumstances of the accident.
- Any other duties that may be assigned.

CCTV Surveillance Officer;

Delarue Currency and Security Print Ltd, January 2008-October 2013

Duties and Responsibilities:

- Ensuring that all security procedures are fully complied with
- Reporting all incidents involving surveillance in an accurate and efficient manner
- Ensuring that members of staff do not stray into areas they are not authorised
- Monitoring visitors accessing the factory
- Recording all occurrences accurately and in full for the information of the security manager
- Ensuring search procedures are always and properly conducted
- Ensuring that immediate action is taken on every alarm condition
- Ensuring that tasks required by the security manager are carried out effectively and expeditiously
- Ensuring that camera and access control equipments are in good working condition, and in the event of their failure, the security manager must be informed as well as surveillance technician who is to effect repairs and the security manager must be informed on completion
- Assisting security officers by alerting them of delayed or non-conformance of procedures
- Conducting investigations through archived data from the CCTV and access control equipments as required by the security manager

Security officer;

Delarue Currency and Security Print, March 2005-December 2007

Duties and Responsibilities:

- Manned the entrances and exits to the premises and offices physically or through a remote control in the control room
- Dispatched finished products to the customers through provided exits at the loading bays
- Escorted security goods from and to the airport
- Manned perimeter fence through sensors and CCTV cameras
- Monitored and escorted incoming and outgoing sea freight consignments at the port of Mombasa

- Ensured security and safety of consignment while on transit backed by Railways Police
- Liaised with the clearing agents and other related service providers with a view to ensuring the security of the consignments is not compromised;
- Carried out search duties of personnel entering and leaving the factory;
- Escorted visitors within the factory and performed patrol duties within the premises
- Controlled access points to and out of the offices and premises

Police Officer;

Presidential Escort Police Unit, December 2001-February 2005;

Duties and Responsibilities:

- Protected special persons and property
- Maintained law and order in all areas assigned
- Apprehension of criminals and the prevention and detection of crime.

Police Recruit

Kiganjo Police Training College; Feb 2002-Nov 2002

Training in police procedures, law, field musketry, first aid, drill, and weaponry and traffic law.

Significant Achievements:

- I have been involved in -My Contributionø projects at the workplace that saw the cost of production come down by Ksh 12,000,000 annually.
- Best overall individual - Kenya Police First Aid competitions 2003

Membership Roles:

- Member of the Presidential Escort Police unit shooting team
- First aider, St. John ambulance
- Departmental Health and Safety representative

Trainings Attended:

- I have undergone on the job courses on Health and Safety, Customer Care, First Aid, fire fighting, CCTV operations, refresher courses on security, and Planning and Logistics

Hobbies:

- Volunteer work
- Gardening

REFEREES

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.

Martin Kihara

Country Security Officer,

Standard Chartered Bank

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Venant Kitawi

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