Curriculum Vitae

PERSONAL DETAILS:

Full Name: Jiddou Ameira

Nationality: Mauritania

Visa Status: Valid Residency Visa (Immediate Joining)

UAE Driving License: Available & Valid (29/12/2019 – 27/12/2026)

DOB: 10/08/1990

Permenant Address: Al Jimmy Avenue Towers (Corniche St.) Abu Dhabi, UAE

Mobile Phones: +971 50 464 7021

Email: ramz.ameira@gmail.com

PROFESSIONAL OBJECTIVE:

PROFILE: As an energetic, multitasked and ready to hold the position of **Driver & Administration Officer**. Possessing a reliable experience in various functions such as Driving, Admin, Security & Safety, and Operations which are obtained also through various training activities, assignments, seminars in Abu Dhabi and Dubai alongside with familiarity in various professional and diverse environments. I have a strong and advanced knowledge of Microsoft Office: Word, Excel, power point and outlook.

EDUCATIONAL BACKGROUND:

Bachelor in English Studies: *Language & Literature* June 2014
Nouakchott University - Nouakchott, Mauritania

PROFESSIONAL TRAINING AND CERTIFICATES:

Attendance Certificate of Lean Six Sigma Methodology & Applications June 2020
Blue Ocean Academy, Dubai, U.A.E

Operations Room Staff Training April 2019
National Security Institute, Abu Dhabi, U.A.E

Certificate of Seminar Attendance in Health & Safety Environment April 2016
British International Health & Safety Environment Consultancy Institute, Abu Dhabi, U.A.E

Certificate in Computer & Microsoft Software Programs (ICDL Equivalent) March 2013
Ci-Info Gestion Center for Computer Learning & MS Office Skills, Nouakchott, Mauritania

PROFESSIONAL EXPERIENCE:

- **Currently: working as a Freelancer & Real Estate Agent in Abu Dhabi**
- **Last Position: Data Entry Clerk (Control Room Supervisor), M E S Security Services. (AD, UAE) Sep 2022 – Oct 2024**

Job Responsibilities:

❖Coordinating between ASSD (PSBD) and the company's security employees
❖Translating and passing daily and weekly security employees' reports
❖ Receiving daily calls and various complaints from the security employees and clients
❖ Daily coordination and reporting of Ops Room Staff sites' situations with ASSD
❖ Preparing daily, weekly and monthly security reports and statistics

Curriculum Vitae

❖ Preparing and sending weekly and monthly statistics and reports to ASSD & Security Manager
❖ Report in details any incident, suspicious activity or security information to ASSD
❖ Updating security guards list and sites of deployments
❖ Handling requests, applications, submissions of ERP, PSFRD portals
❖ Raising and reminding security staff of the security awareness and alert
❖ Remain in compliance with local, state and federal security regulations
❖ Preparing letters and requests addressed to ASSD authority and Security Manager
❖ Respond to emergencies by provide necessary assistance to security employees
❖ collecting company assets and preparing clearance of the resigned, terminated staff
❖ preparing monthly Leave out List Allowance of security staff staying outside company camps
❖ Collecting company assets from staff having Annual, Emergency leaves
❖ Transferring and sending staff complaints to the concerned departments
❖ Preparing, requesting and sending company SIM cards to the new staff
❖ Requesting, organizing and distributing pay slips of the security staff
❖ Preparing and sending CVs of the security staff to management and the clients

- **Control Room Officer, THE Guard Public Security Services. (AD, UAE)** **2018 - 2022**
- **Admin Assistant, Mauritrap-SD Sarl** **2014 - 2016**

Recruitment and Administration Department, Nouakchott, Mauritania

LANGUAGE SKILLS:

Arabic: Native

English: Fluent

French: Intermediate

KEY CORE COMPETENCIES AND SKILLS:

- Strong knowledge of safety and security procedures
- Extensive knowledge of road/traffic rules, systems in the UAE
- Strong data entry skills and knowledge of various data software portals
- Abilities and skills of reading maps and using GPS efficiently
- Active listening and truly understand of customer needs
- Time management skills and balancing tasks and keep calls effective
- Attention to details and customer requirements
- Problem solving and resolving issues efficiently
- Proficient MS Office skills including Word, Excel and PowerPoint and outlook
- Strong bilingual communication skills (English & Arabic)
- Adaptability and being flexible and quick to respond to changes

Professional Referees:

1- **Security Manager/Head of Security Operations (M E S Security): Mrs. Mariam Al Naqbi**
Email: mariam.bin.askar@gmail.com **Mobile Phone: 050-804-0007**

2- **Operations Manager : Operations Manager (The Guard & Skill Force): Mr. Ahmed Farag**
Email: ahmed.farag@yahoo.com **Mobile Phone: 050-256-3944**