

Kevin Mukatsi Sandeh

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D.O.B: 10th May 1984

Nationality: Kenyan

Gender: Male

Address:Nairobi, Kenya

PROFESSIONAL SUMMARY

I have a vast experience in Security Communication Centre Operations acquired while working for Halliday Finch. Have attended several security workshops and am extensively affluent in coordination of security operations by developing strategies and risk mitigation. In the course of my career, I have collaborated with private contractor teams and successfully developed and executed security strategies for elite corporate teams across Africa.

I look forward to utilize acquired knowledge, skills and abilities to contribute to the growth of the company that I will work for and to the position I will be assigned.

WORK EXPERIENCE

CCTV Communications Controller

Opticom Kenya Ltd • Nairobi

Oct 2020 - Present

- ❖ Monitor intruder alarm systems, CCTV systems and liaise with response units to attend raised alarms.
- ❖ Monitoring, maintaining and archiving CCTV video footage and retrieval in case of incident occurrences and investigation requirements.
- ❖ Preparing controllers Rota and plan for their annual leaves.
- ❖ Manage documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.
- ❖ Read and respond to emails
- ❖ Record minutes during staff meetings and file them for future reference
- ❖ Continuously monitoring and following up with current broadcast news and informing the security management team on any risky occurrences which may affect their duty or safety.
- ❖ Monitoring all Electronic Security systems installed over irregularities such as security breach
- ❖ Observing and reporting suspects or incidents
- ❖ Act as custodians of Control room equipment and monitoring their operational readiness together with all other security and communication equipment.
- ❖ Controlling data storage, handling and management as per procedures and policies ensuring security and confidentiality is maintained.

Ops Room Controller

Halliday Finch • Nairobi

Feb 2016 - Jul 2020

- ❖ Update and distribute action emergency plan to clients and staff
- ❖ Update security risk assessment of countries of operation for briefing prior to close protection tasks
- ❖ Booking flights and accommodation for staff
- ❖ Organizing minute by minute schedules and staff meetings
- ❖ Maintain communication with units in the field to ensure constant operational awareness
- ❖ Provide administrative support for the Brand Protection
- ❖ Read and respond to emails.
- ❖ Tracking of Halliday Finch Investigators movements while on task
- ❖ Sending out security and traffic updates to clients and staff.
- ❖ Control and custodian of equipment's movement log.
- ❖ Logging and reporting of information
- ❖ Answering telephone and directing telephone calls
- ❖ Planning and Coordinating ground transport

Security Guard

Wells Fargo Kenya Ltd • Nairobi

Jul 2007 - Oct 2015

- ❖ Inspected and patrolled client premises regularly
- ❖ Controlled traffic by directing drivers
- ❖ Detected, confronted and reported violations of security protocols
- ❖ Protected clients and property from theft, fire and damage
- ❖ Provided visible presence for deterrence
- ❖ Compiled detailed and accurate reports of incidents
- ❖ Communicated through the radio in a clear and concise manner

EDUCATION

Certificate in Level 2 Heat awareness

Certificate in basic first aid

Certificate in Microsoft Computer packages

Certificate in Telephone Etiquette

High School

SKILLS

- ❖ Attention to detail
- ❖ Flexible to work different shifts
- ❖ Team building & Interpersonal skills
- ❖ Proficiency in Computer applications (MS Office).
- ❖ Ability to stand for extended hours during the shift
- ❖ Communication skills both verbal and oral
- ❖ Able to remain calm under stressful situations
- ❖ Adaptable to any work environment
- ❖ Easy coachable

REFEREES

Norah Kangara
Deputy support Manager
Halliday Finch Limited
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Non-Executive Board Member at PROSAK
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