

NAVIN KUMAR THAPA

Security Supervisor / Administrator

Experienced Security Supervisor and Administrator with 6 years of expertise in managing security operations, team leadership, and system administration with Transguard Group in Dubai UAE. Skilled in overseeing surveillance systems, conducting risk assessments, and enforcing security protocols to safeguard personnel and assets.

WORK EXPERIENCE

SECURITY SYSTEM OPERATOR /ADMINISTRATOR

AL HAIL HOLDINGS LLC | DOWNTOWN DUBAI

MAY 2024- TILL DATE

- Monitored and managed security systems.
- Conducted real-time surveillance
- Administered system updates.
- Generated reports.
- Managed office operations.
- Coordination with team.
- Maintained office supplies inventory.
- Handled correspondence.
- Prepared and distributed reports.
- Assisted with administrative tasks
- Liaised with vendors,service providers,and clients. and
- Ensured compliance with company policies and procedures.

SECURITY SITE SUPERVISOR

GMG | TRILOGI LOGISTICS LLC | JAFZA DUBAI

JAN 2023 - MAY 2024

- Supervised,trained and mentor security personnel for adherence to security protocol.
- Monitored logistics premises through surveillance systems.
- Conducted regular patrols and inspections.
- Implemented and enforced workplace safety policies and procedures.
- Led safety training sessions.
- Investigated accidents, incidents, and near-misses, preparing detailed reports and recommending corrective actions.
- Monitored and maintained records of safety audits, risk assessments, and incident reports.
- Collaborated with management to improve safety standards.
- Coordinated with local authorities in an emergencies.

SECURITY OFFICER

THE ELS CLUB | DUBAI SPORTS CITY

Dec 2018-Dec 2022

- Patrolled all around golf course.
- Monitored surveillance systems.
- Assisted with crowd control during events, tournaments, and large gatherings.
- Responded to security incidents, disturbances, or emergencies.
- Ensured the safety of guests, employees, and property.
- Controlled access to restricted areas.
- Provided directions and assistance to visitors, ensuring a positive guest experience.
- Worked closely with golf course management to implement and maintain security protocols.
- Coordinated with local authorities in an emergencies.

LANGUAGES • English • Hindi • Nepali

ACHIVEMENTS

- SIRA Security Supervisor License
- SIRA Security System Operator License
- First Aid Training
- Fire and Safety Training

References available upon request.

DECLARATION

"I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the details provided.

NAVIN KUMAR THAPA



CONTACT ME

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📍 Dubai UAE

EDUCATION

Bachelor Degree in Social Science

Tribhuvan University Kathmandu Nepal
2014-2018

Bachelor Degree in Mass Media

Ratna Rajya Laxmi College Kathmandu
2014-2018

Intermediate in Marketing

Sagarmatha Multiple College Kathmandu
2010-2013

SKILLS

- Organizational Skills
- Effective Communication
- Time Management
- Tech Proficiency
- Teamwork and Collaboration
- Leadership
- Financial Management
- Adaptability
- Marketing Management
- Coordination of Analytics
- Strong Negotiation Skills
- Result Oriented Goals
- Flexibility in Management
- Ethics and Integrity Based