# Teboho Doctor Sikhondo

987 lethabong close Phomolong section Tembisa 1632
0683924446 / 0689987291 | tebohosikhondo@gmail.com

Dear Hr

I am excited to apply for the advertised position. I am confident that I would be a great fit for your team.
I am a quick learner, a team player, disciplined individual who's committed to producing high-quality work, maintain professionalism and always adhere to regulation, health and safety and on site regulation under SOP (Site Operational Procedure) guidelines and Batho Pele principles.
I have 5 years experience in security industry working for Fidelity security services. I started as access control officers / guard due to my
commitment and dedication to my work I was then promoted to control room.
I am physically and mentally fit I can handle pressure very well and can be able to work independently and as a team with or without any supervision. I have good communication skill, basic public relations, excellent customer service and report writing skills.
I hold Grade 12 National senior certificate, I studied Plumbing skill level 4, Grade A Psira accredited security certificate, Ciims certificate (online intelligence) and EC driving licence with prdp .
I am confident that my enthusiasm and willingness to learn would make up for any lack of experience.
I would be thrilled to discuss my application and explain in greater detail why I am the ideal candidate for this position.
Please feel free to contact me at 0689987291 / 0683924446 or tebohosikhondo@gmail.com
Thank you for considering my application. I look forward to the opportunity to speak with you.

Kind regards
Teboho Sikhondo

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## Experience

- **Fidelity security services** 19/09/2023 -
  Control room operator
  Monitoring cameras and and alarm systems, Overseeing the daily operations of a facility to ensure that all systems and
  equipment are working properly.
  Handling crisis and emergency situations
  calmly and with confidence, and ensuring that all safety and
  emergency procedures are followed.
  Communicating, collaborating with
  Supervisors, Managers and
  communicating technical information in a simplified manner.
  Maintaining and writing report of daily events and safety.
  Scheduling security officers.
  Responding to telephone and email queries.

- **Fidelity security services** 19/08/2020 - 18/09/2023
  Access control officers
  My duties were to handle both visitors and deliveries by conducting a search, scan, or any other required security check.
  Identify if they have an appointment If they do, confirm this with the person expecting them.
  Verify their purpose if unplanned If there's no appointment, determine the reason for their visit.
  Confirm their identity: Inspect a valid ID, such as a national ID, and record the details in the visitor logbook.
  Complete the visitor entry log and ensure all details are accurately recorded.
  Arrange for a security escort if necessary if the access control policy requires it, arrange for a security escort to accompany the visitors and ensuring that they need to follow the standard operating procedure (SOP) to process both the person and the items.

## Education

- **Vukuzenzele Combined School** 2006
  High School
  Grade 12 National senior certificate

## Skills

- Skills Excellent communication, interpersonal skills and good telephone etiquette skills Basic public relations and basic computer skills Attention to detail, self disciplined and excellent reports writing and Ability to work both independently and as a team, customer service, Driving skills.

## Reference

- **Martin Du Toit and Godfrey Nephawe - Fidelity security services**
  Site Manager and Shift Manager
  0847342564/ 0105411754