[Your Full Name]

[Suburb, City, Province]
[Cell number]
[email@example.com]

PSIRA: Grade C | Reg No: [Your PSIRA number]
Availability: Day and night shifts, weekends and public holidays

PROFESSIONAL SUMMARY

Security officer with [X] years' experience in access control, patrols and incident reporting at [retail/warehouse/estate/office park] sites. PSIRA Grade C registered (Reg No: [Number]) with a strong record of professionalism, clear communication and reliable shift attendance. Confident working day or night shift, following site procedures, and completing accurate occurrence book entries and incident reports.

KEY SKILLS

- Access control (visitor management, contractor sign-in/out, deliveries)
- Foot patrols and perimeter checks
- Occurrence book entries and incident reporting
- Radio communication and escalation procedures
- Customer service and conflict de-escalation
- Searching procedures (bags and vehicles) as per site policy
- Emergency response support (alarms, evacuations, call-outs)

WORK EXPERIENCE

Security Guard – [Company name], [City]
[Month Year] – Present

- Managed access control for staff, visitors and deliveries, verifying IDs and recording entries accurately.
- Conducted scheduled patrols and reported hazards (broken lights, open gates, unsafe areas) to site management.
- Monitored suspicious behaviour and followed escalation procedures, contacting supervisors and emergency services when required.
- Completed occurrence book entries and incident reports with clear times, actions taken and witness details.
- Supported shift handovers with accurate updates on incidents, visitors and outstanding issues.

Security Officer (Relief / Casual) – [Company name], [City]
[Month Year] – [Month Year]

- Covered day and night shift duties across multiple sites, adapting quickly to site rules and post orders.

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- Performed gate duties, patrols and key control, ensuring logs were completed and signed.
- Assisted with basic crowd control and queue management during peak times.

CERTIFICATES, TRAINING AND COMPLIANCE

- **PSIRA:** Grade C | Reg No: [Your number]
- **Firearm competency:** [Handgun/Shotgun/Rifle] | Issued: [Year] | Valid until: [Year]
- **First Aid:** [Level] | [Provider] | [Year]
- **CCTV/Control Room:** [Course or in-house training] | [Year]

EDUCATION

Highest grade passed: Grade [9/10/11/12] – [School name], [Year]

Additional: [Short course or training], [Year]

AVAILABILITY

- **Shifts:** Available for day shift or night shift
- **Weekends and public holidays:** Available
- **Notice period:** [Immediate / 1 week / 2 weeks]
- **Transport:** [Own transport / Public transport]

REFERENCES

[Name], [Job title], [Company]
[Cell number]

[Name], [Job title], [Company]
[Cell number]

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