**Radesham Mojumder**

328 East 9th Street, Apt. 2R

Brooklyn, NY 11218

(347) 320-1020

(718) 675-1429

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**Experience:** ADM Security Services L.L.C. Staten Island, NY

 **Security Guard** March 2013 to December

* Arrive on site 15 minutes prior to start of the shift
* Check with the building superintendent
* Maintain fixed post at the security desk in the main lobby
* Inform guests to sign in and show photo ID
* Call on duty and off duty
* When customers leave and beep Sensormatic Activation Machine, check the customers’ bag if there any sensor left on the bag
* Pay attention on the floor
* Greet the customers

 On Guard Security and Protective Services Staten Island, NY

 **Security Officer (Per Diem)** August 2011 to January 2013

* Check ID
* Log in and out
* Write details information in the log book
* Keep the booth clean
* Keep the area safe and secure

 Community Youth Care Services Inc. Jamaica, NY

 **Activity Specialist (Internship)** Jan. 2012 to June 2012

* Work with different age children in Day Care
* Attend mandatory meeting and workshop
* Help to finish different subject’s home work
* Take attendance and give the children to the parents
* Distribute lunch to the kids

 The Griffin Security New York, NY

* **Security Guard** April 2011 to June 2011
* Work in different booth
* Need T.W.I.C. Id to work in the different check post
* Clock in and out at the end of the shift
* Make proper phone call to different department
* Report some important activity to the Captain

 Board of Election Brooklyn, NY

 **Chair Person (Seasonal)** Sept. 2007 to Dec. 2010

* Responsible for inspecting the election district
* Ensure that assigned election district operates smoothly
* Organize the physical layout of the polling area
* Manage the work activities of election district inspectors
* Complete the forms booklet and ensure the accuracy of other documents

 Deno's Wonder Wheel Amusement Park Brooklyn, NY

 **Cashier** **(Seasonal)** June 2000 to Sept. 2007

* Distributed literature, such as maps, show schedules and pass information, to acquaint visitors with park facilities
* Attended to attractions, rides, and games for both children and adults
* Received cash for tickets and items sold to patrons
* Recorded sales, using cash register
* Opened doors to assist patrons' entry and exit from attractions
* Counted and recorded cash register totals
* Ensured that the minimum amount of change was available in the cash register for the following day

 McDonald's Brooklyn, NY

 **Cook** June 2007

* Prepared and cooked foods requiring short preparation time
* Read food order slips and received verbal instructions
* Prepared and cooked food according to instructions
* Prepared beverages
* Cleaned work area and food preparation equipment

 Capritis Inc. Brooklyn, NY

 **Customer Service Representative** Mar. 1999 to Nov. 2006

* Received cash and check deposits
* Counted cash and examined checks
* Examined and validated deposit tickets and returned receipts to customers
* Assisted customers in determining their needs beyond the immediate transaction and successfully transitioned customers to the appropriate source or channel to address their needs
* Ensured regulatory requirements were adhered to

 Dunkin Donuts Brooklyn, NY

 **Cashier** Sept. 1999 to Sept. 2001

* Made donuts and prepared beverages
* Selected requested food items from serving and storage areas and assembled items on serving tray or in takeout bag
* Received payments and made change
* Maintained an orderly eating and serving area
* Washed equipment, dishes, and utensils

 NYU Hospital for Joint Disease - Orthopedic Institute New York, NY

 **Volunteer** Sept. 2000 to Dec. 2000

* Typed letters, took messages, and answered phones
* Delivered files and documents to locations outside of the hospital
* Cleaned and organized office space
* Picked up and delivered books and documents requested by hospital staff
* Ensured that patient documentation was complete and organized appropriately
* Performed a variety of administrative duties as necessary

**Education:** Vaughn College of Aeronautics and Technology Flushing, NY

 **Bachelor's of Science - General Management** No Degree

* Cumulative GPA: 3.5

 **Skills:**

* Computer Literate
* Bilingual in English and Bengali
* Completed FAA One-Hour Seminar on Runway Incursion Safety
* Licensed Security Guard
* Received Academic Resource Center Sensitivity Training Award
* 8,16 hour certificate and others

**References:** Available upon request