

JAYANTHA KUMARA

Phone: +64 27 787 7632 | **Email:** ssejyantha@gmail.com

Location: Mount Eden, Auckland, New Zealand

Work Eligibility: Student Visa (25 hours per week) |

Certification: Certificate of Approval (COA), New Zealand (Valid until 2031)

PROFESSIONAL SUMMARY

Reliable and detail-oriented Security Guard with hands-on experience in static guarding, access control, and site security operations in Auckland. Proven ability to monitor premises, manage visitor access, and respond to incidents effectively. Strong skills in incident reporting, surveillance, risk assessment, and safety compliance. Currently pursuing a Master of Information Technology with additional knowledge in digital systems and reporting tools.

CORE COMPETENCIES

- Static Security Guarding
- Access Control and Visitor Management
- Patrol Monitoring and Surveillance
- Incident Reporting and Documentation
- Risk Assessment and Threat Detection
- Emergency Response and Safety Procedures
- CCTV Monitoring and Observation
- Customer Service and Conflict Resolution
- Health and Safety Compliance
- Communication and Teamwork

WORK EXPERIENCE

Static Security Guard (Casual)

Castleguard Security (NZ) Limited, Auckland

July 2025 – January 2026

- Monitored site entry and exit points to prevent unauthorized access
- Verified visitor identification and maintained accurate access records
- Conducted routine patrols to identify safety risks and security breaches
- Prepared detailed incident reports and daily activity logs
- Responded to emergencies and escalated issues according to procedures
- Maintained a strong security presence to deter theft and misconduct
- Delivered professional customer service while enforcing site policies

EDUCATION

Master of Information Technology (Ongoing)

Eastern Institute of Technology (EIT), Auckland, New Zealand

Bachelor of Science (Physics, Chemistry, Computer Science)

Rajarata University of Sri Lanka

CERTIFICATIONS AND LICENCES

- Certificate of Approval (COA), New Zealand Ministry of Justice (Valid until 2031)
- Forklift OSH Certificate, PassRite Driving Academy, Auckland
- International Driving Permit

PERSONAL SKILLS

- Microsoft Office (Word, Excel, Reporting)
- Incident Reporting Systems
- CCTV Systems Awareness
- Basic IT Systems and Digital Tools
- Web Development and SEO Fundamentals

REFERENCES

Available upon request.