

JAGANATHAN BASKAR

ADMINISTRATION, FACILITIES AND WORKPLACE MANAGEMENT

High energetic & determined Criminologist bringing 13+ years expertise in Administration and Security Management. Critical thinkers can cultivate rapport with individuals to optimize project goals and output, resolve complex problems and deliver innovative improvement strategies. Adept communicator and analytical thinker with proven ability to develop and supervise cross-functional teams in fast-paced environments. A complete asset to any company.



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EDUCATION

University of Madras
Bachelor's in Criminology &
Police Administration

Annamalai University
Postgraduate – Diploma in Fire
and Safety
Master's in business
administration [SAFETY
ENGINEERING]
National Institute Fire and Safety
Management (NIFS).

CERTIFICATIONS

Certified Ethical Hacker
[Certification Number –
ECC4023168597]
Infysec Solutions Pvt LTD

SKILLS

Team management
Planning & Execution
Leadership & Mentoring
Reporting & Analysis
Safety and security regulations
Emergency Response
Planning & Loss prevention
Microsoft office
Daily incident reporting
Access control and patrolling
Skilled in Conflict resolution
Investigation & Interrogations

EXPERIENCE

15 May 2023 – Present

Assistant Manager | Facilities and Administration| IDEAS2IT TECHNOLOGY SERVICES PVT- (Permanent Role)

- Independent administrative officer in IT and ITES to plan and coordinate administrative procedures and systems and devise ways to streamline process.
- Successfully and single handedly completed the new office set up of infrastructure for
- Ideas2IT of 10 floors 1 Lakh Square feet with strict deadlines.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Overseeing all administrative tasks in the office including maintenance of premises, coordination, transport facilities, procurement, formulation of contracts etc.

- Supervising Employee Amenities viz., Transport arrangements, Travel Ticket (Air/Bus/Train/Car) bookings, Hiring of Vehicles, Communication etc.
- Responsible for In-House Cafeteria and Pantry to facilitate food for Employees, Guests, Interview Candidates and Visitors.
- Negotiating with various sources for office purchase, hotel booking and ticket bookings.
- Assisting Help Desk Support to help employees in Relocation, Front Office Management, Asset Management, AMCs, and entire Facility Management.
- Flats and guest houses- identification, negotiation and agreement finalization and maintenance.
- Supervising Executives, Housekeeping Supervisors, Office assistants to maintain their reports, records, and their day-to-day activities without any disturbances.
- Responsible for providing employee ID cards, Access Cards, Business Cards, and T-shirts, to the teams and individuals.
- Successfully Liaised with various Govt bodies (Labor Office, Corporation Department, Police Department etc.) across different levels to ensure smoother and better operations.
- Adhoc arrangements from time to time (Events, Emergency, Condolence, Festivals, etc.)
- General repair maintenance of office furniture and equipment's - Repair & Maintenance of Civil, Electrical, Plumbing, Carpentry and Scrap management.
- Verification of vendor Bills, other purchase bills, auditing of invoices Printing, Stock, consumption, Maintaining the records of the coupons and procurement & ensure that admin related bills are paid on time.
- Responsible for annual budget planning for Admin Team

16 January 2023 – 13 February 2023

Taj Wellington Mews Security Officer

- Identification and investigation of potential security issues.
- Patrol all areas of the property.
- Assist guests with room access, ADA access, safe lockouts and etc.
- Monitor closed circuit televisions, perimeter alarmable systems, area of refuge alarms, access controls and fire life safety.
- Conduct daily physical hazard inspections.
- Respond to accidents and contact EMS or administer first aid/CPR as required.
- Assist guests/employees during emergency situation and call for outside assists if necessary.
- Maintain confidentiality of all security/loss prevention and property reports/documents.
- Report to scenes of accidents/theft.

20 January 2022 – 10 January 2023

Administration & Security Control Room Officer Client-Barclays Shared Services (Contract Role)

- Independent administrative officer in IT and ITES to plan and coordinate administrative procedures and systems and devise.
- ways to streamline process.
- Overseeing all administrative tasks in the office including maintenance of premises, coordination, transport facilities,
- procurement, formulation of contracts etc.
- Gathering trustworthy local and global security updates and giving heads up to Security Manager and members of security
- forum through.
- Liaising with Corporate BCM, local law enforcement team, members in Security vertical working with similar organizations,
- Landlord committee.
- Reports from Global and Regional Security control room.
- Monitoring news, social media updates and Gaining knowledge regarding day to day moves of local, regional, and global.
- political organizations and their activities.
- Using strategies of social engineering.

- Analyzing the impact of any kind of security incident happening locally/Regionally/ Globally.
- Deciding and implementing relevant security codes during the incidents having either direct/indirect impact on BAU operations.
- Communicating BCM members and Key stakeholders with real-time updates.
- Co-ordinate with ISCR and GCSO to ensure BAU AEAP.
- Maintaining real time incident log.
- Any defect fault to be immediately lodged with Engineering team/ AMC vendor/ ISCR for timely closer. Such faults to be.
- tracked on daily basis for early closer.
- Access card printing, Access programing and regular alarm monitoring through access control platform-Vanderbilt.
- Engage and ensure site security control room operations including JML process, printing of New ID Cards, Its stock/inventory, Loss & Found material, Incident Management, and reporting, reply to daily operational related email on time etc.
- Negotiating with various sources for office purchase, hotel booking and ticket bookings.
- Assisting Help Desk Support to help employees in Relocation, Front Office Management, Asset Management, AMCs, and entire.
- Facility Management.
- Managing the proper installation (for new projects) & maintenance of various security equipment (for existing properties).
- Weekly Periodic training and mock drills for the front liners.
- Face of the department for all official Client visits by regulatory and legal authorities.
- Transport – Manage employee commute (company cabs)
- Responsible for internal audits and external audits for ISO 27001
- Maintaining Access control management, Alarm monitoring and CCTV surveillance standards based on business.
- requirement, capturing downtime and bring up the concerned device at the earliest through proper escalation channel and
- Vendor Coordination and keeping mitigating controls at place in the due course of time.
- Asset Management Responsible for Security – Physical and Digital Responsible for Safety- Employees and Premises.
- Ensure 100% Check and respond to access control related emails, handle all access control related requests from employees, vendors or clients and provide necessary support after taking necessary approvals as per SOP.
- Issuance of temporary access cards, access activation posts due verification.
- Handling new employees' ID cards requests, printing of new ID cards and timely handover to employees.
- JML list to be updated on daily basis and emails to be stored in relevant folder for audit.
- Supervising Executives, Housekeeping Supervisors, Office assistants to maintain their reports, records, and their day-to-day activities without any disturbances.

12 August 2021 – 15 January 2022

Assignment Manager - Administration and security management | Client – Caterpillar (Contract Role)

- Carrying out site-specific threats and risk assessment, plan and organize security.
- Verification of vendor Bills, other purchase bills, auditing of invoices Printing, Stock, Consumption, Maintaining the records
- of the coupons and procurement & ensure that admin related bills are paid on time.
- Helping the client and developing standard operating procedures [SOP] and site instructions.
- Responsible for development of security plan and development of manpower and equipment for executing a security plan.
- Will assess the efficacy of security unit guarding operation, training standards and preparedness to deal with emergency Situations.
- Planning, training, development, administration, documentation, reporting and liaison are some of the important tasks.

21 November 2020 – 02 August 2021

Administration and Security Executive | Client - BNY Mellon (Contract Role)

- Security risk assessment and solid knowledge of security aspects in a corporate setting.
- Practiced in effective communication with the staff at all levels to ensure the smooth running of assigned security operations.
- Well versed in patrolling client's premises or facility to establish security needs and services required.
- Demonstrated leadership ability in emergency response situations on site and Skilled public speaker.
- Enforcing security policies. Defining and planning safety practices.

17 December 2018 – 01 October 2020

Assistant Manager in Security and Administration| Phoenix Market City (Permanent Role)

- To operate and respond to all aspects of control room operation including Emergency response i.e. Fire and Emergency alarm.
- system.
- Monitoring proper guarding, escorting, and patrolling by foot and vehicle as per requirements.
- Manage all day-to-day tasks related to facilities –office maintenance.
- pest control, petty cash, purchase & inventory of stationery and HK materials
- Responsible for handling security agencies and ensuring authorized strength is deployed on ground.
- Conduct Safety and Security training programs, mock drills and Pre-audits, firefighting, Security and Safety polices, to all the workers.
- Respond and investigate and take the appropriate lawfully action as authorized by Security on accidents incidents, trespassing, fire alarm, medical emergency, suspicious activities, safety, and security.
- Periodically checking and ensuring all safety systems.
- Ensuring permit to work systems (Hot work, Confined space, Cold work, Excavation).
- Carrying Risk Assessment, Investigation of all Accidents, incident/ Near misses to find the root Causes and recommends corrective actions.
- Monitoring the provision and effective maintenance of all firefighting equipment.
- Monitoring and ensuring all the retailers and their vendors are adhering to safety and security requirements at the time of fit out and De fit-out.

20 September 2016 – 16 December 2018

Safety & Security Executive| CBRE | Collabra | Client-BNP Paribas India Solutions (Contract Role)

- To Supervise Physical Access Control. Resolve user day to day queries, Monitor CCTV, FAS and Operate Access control application.
- To supervise and execute operational service of physical security & logistical support.
- Support activates of ID badge/access card issuance, activation & Deactivation.
- Attending Fire alarm calls, as & when needed.
- To supervise security agency team, daily briefing & deployment of agency guarding team.
- Supervision of site fire safety controls via. Fire detection & suppression systems.

02 July 2013 – 19 September 2016

System Analyst | G4sSecureSolution | Client- PFIZER HEALTH CARE INDIA PVT (Contract Role)

- Handling fire & safety procedures in the organization.
 - Attend the calls and capture incidents/complaints.
 - Any major incidents like death of G4s personnel/Accidents/Major Fire/Bomb Threat to be informed to Quality Team Manger irrespective time of Incident to be informed to Quality Team Manager Irrespective Time of Incident.
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