

Mr. RamaShankar S Shukla

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SENIOR PROFESSIONAL

**PROFICIENT IN RUNNING SUCCESSFUL METHOD – ORIENTED OPERATIONS AND TAKING INITIATIVES FOR BUSINESS EXCELLENCE THROUGH PROCESS IMPROVEMENT ,
SEEKING ASSIGNMENTS IN ADMINISTRATION / IR ISSUES / SECURITY & SAFETY OPERATIONS.**

ORGANISATIONAL EXPERIENCE

7.6 years with Indian Defence Services & 23 Years in the Corporate Sector

**Last Salary drawing 63k P/M
12.50 Lakh P/A**

**11.Sep-2024 (16th Sep-2024 to till Date) currently Working with Bekaert Industries Pvt Ltd
As a Front Desk & Administration.**

Handling Administration and Front desk like Canteen, Employee Transportation, Gram Panchayat, Local authority, Security, House Keeping, Travel Bookin like Flight ticket, Train Ticket, Hotel Booking, Thru Make my Trip, Guest House Maintance, CCTV Monitoring etc.

10. May 2023 (15th May 2023 to 16th Aug-2024) Sr. Deputy Manager Security at Chloride Metals Ltd.

Handling General Administration and security Like Local authorities, police stations, gram panchayat, company employee's transportation, canteen, labor colony, labor time attendance, security management CCTV, Facilities management/housekeeping etc.

9.Nov 2020 (26 Nov 2020 to 15th Jan- 2022) :- Manager Admin at Kalyani forge Limited Sanaswadi Pune.

Handling all IR issues like all legal related, Absenteeism, Warning, Show Cause Notice Domestic enquiry, Charge sheet, Maintain relationship with External party like Govt, Labor office, Police station ,Gram panchayat ,handling all Administration work which includes Transportation, House Keeping, Contract Workmen, Pest control, Security General maintenance related HR and Admin work etc.

8. Feb 2020 (20thFeb 2020 to Sep 2020) :- Deputy Manager Admin at Bramha Corp Ltd Kalyani Nagar Pune.

Handling all IR issues like all legal related, Absenteeism, Warning, Show Cause Notice Domestic enquiry, Charge sheet, Maintain relationship with External party like Govt, Labor office, Police station ,Gram panchayat, handling all Administration work which includes Transportation, House Keeping, Contract Workmen, Pest control, Security General maintenance related HR and Admin work etc.

7. June 17 (16thJune 2017 to 08th Aug 2019) (2.2Years)Deputy Manager Admin at RSB Transmissions (I) Ltd Sanaswadi

Handling all IR issues like all legal related, Absenteeism, Warning, Show Cause Notice Domestic enquiry, Charge sheet, Maintain relationship with External Party like Govt, Labor office, Police station, Gram panchayat, handling all Administration work which includes Transportation, House Keeping, Contract Workmen, Canteen, Pest control, Security General maintenance related HR and Admin work etc.

6.Nov 15 – (28th March 2016 to May 2017):-Man Tubinox Ltd as a Admin Manager(Managing admin & legal activity)

Vile Parle (W) Mumbai. Handling total Administration like House keeping,office security, office maintenance, CMD Bangalow security & house keeping, pest control & etc.

5.Apr'13-to Oct 15(2 years 7 month):-Asian Colour Coated Ispat Limited, location Khopoli Maharashtra As a security & Admin In- Charge.

Handling plant security, administration work like stationery printing, vehicle maintenance keeping record, check driver attendance & salary process etc.

4.Mar'10-March13(3 years) :-Man Steel & Power Limited, location Mumbai as a Admin & Security Officer Vile Parle (W) Mumbai.

- 3.Feb -08-March -10(2 years):-Trident Hotel Nariman Point, location Mumbai as a E.P.O. Mumbai.
- 2.April 2000 – Jan '2008 (7 Years 9 Month) :-Indocount Industries Ltd as a Admin & Security officer Mumbai.
- 1.March 1993 – March 2000 (7 Years) :-EME Regiment (Indian Army) as HAV.

PROFILE SUMMARY

Multi-faceted professional with 22 years of experience in:

.Handling All IR & General Administration Work like canteen, Company transport, Housekeeping

Utility maintenance, Employee Grievance Handling new manpower recruitment like new trainee engineer, contractual worker and planning for cost saving activity etc.

- Security Management
 - General Administration
 - Fire & Safety Management
 - Transport Management
 - Team Management
 - Facility Management
 - Vendor Development
 - Travel Management
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- Skilled in developing and administering company security programs to guard against theft, vandalism, violence, or other threats against the company or its employees.
 - Proficient in improving security systems and resolving all kinds of security problems; steering general administrative work such as hiring, training and leading the security officers
 - Expertise in implementing stringent systems/measures to establish and maintaining high security standards in compliance with prescribed statutory norms
 - Extensive experience in general administrative activities, personnel management, policy implementation and facility management
 - Excellent interpersonal, communication and organizational skills in team management and planning

KEY RESULT AREAS

- Managing security operations entailing regularization of visitor's entry/exit to the premises and traffic inside and out side premises including recruitment & administration of security personnel
- Coordinating activities for the identification of training needs of employees for upgrading their technical skills and briefing security personnel's at their respective sites
- Implementing stringent security measures for the safety of the organizational/national assets
- Reporting breaches & lapses in existing methods of security; collating intelligence and submitting reports as well as assessments on all the aspects of security
- Writing reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences or any other security breaches
- Formulating and implementing corporate admin policies in the organization
- Managing various activities like transportation, housekeeping, security, purchase of stationary & office equipment
- Scrutinizing and ensuring timely payment of all office administration bills such as electricity, annual maintenance contract of equipment
- Coordinating with transporters and other external agencies to achieve seamless and cost-effective movement of consignment, ensuring timely deliveries
- Ensuring statutory compliance at all levels involving liaison with external agencies, Govt. authorities & offices
- Arranging for necessary infrastructure involving purchase of capital equipment; managing large scale movement of stores & ensuring optimum inventory control
- Developing & negotiating with vendors, managing contracts for obtaining timely procurement of materials at favorable terms

FEW ACHIEVEMENTS

- Identified a fraud case amounting to INR 15 lakh / US\$ 21000 \$ which was detected in a duration of 6 months, due to alertness and quality inspection
- Coordinated the successful set-up of interior and utilities for a new office of 10000 sq. ft. in in a record time of 8 months; played a pivotal role in finalization of layouts and setting-up of interiors in the office premises maintaining a uniform design, color scheme, choice of materials, and so on
- Attained savings of INR 4 Corers through effective negotiations in acquiring the sites
- Successful in delivering cost savings of INR 2 Corers through implementation of various Operating Expenditure (OPEX) Efficiency Program's.
- Performed safety audit and augmented safety working conditions in all offices and technical centers.
- Instituted a processes for each activity under Facility Management, thereby achieving remarkable scores in all audits on control.

ACADEMICS

2006 -B.Sc. from Kanpur University, Uttar Pradesh

EXTRA CURRICULARS

- Marshal Art (Green Belt)

Date of Birth : 7th February 1975 (46 Years)
Permanent Address : Tal.:Koraon, Prayagraj– 212306
Languages Known : English, Hindi, Marathi &
Gurati

Ramashankar Shukla

Date-

Place:-