RESUME

A-16/15, NEW BEST Nagar no 2,

Sanman Co-op HSG Society, Goregaon (WEST),

Mumbai- 400 104.

Mob. No. 8828167882.

**Email- [rajput.samir05@gmail.com](mailto:rajput.samir05@gmail.com)**

**Personal Profile**

**Date of Birth** : 9th March, 1986.

**Nationality** : Indian

**Languages Known :**English,Hindi,Gujarati,Marathi

**Sex** : Male

**Marital Status** : Unmarried

**Hobbies** : Listening Music

**Educational Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Board/University** | **Year** | **Class** |
| S.S.C. | Mumbai Board | 2003 | 2nd Class |
| H.S.C. | Mumbai Board | 2005 | Pass |
| B. Com. | Mumbai University | 2012 | Pass |

**Other Activities**

* Passed N.C.C. ‘B’ Certificate with ‘C’ Grade.
* Passed N.C.C. ‘C’ Certificate with ‘B’ Grade.
* Third Place in Mumbai Mayors Trophy in 2003.

**N.C.C Camps**

* Attended Army Attachment Camp Held at Colaba, Mumbai.
* Attended National Integration Camp at Tarapur Nuclear Research Centre.
* Attended Thal sainik Camp at J.N.P.T., Uran.
* Attended Annual Training Camp at Aghav Police Training Academy.
* Second place in grouping fire competition in T.S.C.

**Computer Knowledge**

* + Basic Knowledge of computer system.
  + Basic Knowledge of Tally.

**Work Experience**

**Currently working as a Security and Admin Manger with Wind World India from Feb 2023 to till date**

* Overall maintenance of the office premises.
* Overall Supervision of the office.
* Implementation of the policies.
* Handling fire and safety equipment.
* Supervision of Housekeeping services,

Security, Cafeteria & and other

* Supervision of the work done by the vendors

And frequent interaction with their supervisors.

* To maintain the proper distribution of work.
* Identification of various vendors with compatible rates.
* Procurement of requirement with best quality and rates.
* Purchase of Inventory.
* To counter check the bills generated by the vendors.
* Coordinating with all the department
* Liaising with government departments.
* Liaising with vendors.
* Review remittances.
* Perform other related duties as and when

**Working As Admin officer in PEOPLE’S PUBLIC SCHOOL from October 2021 to Feb 2023.**

**(Madhya Pradesh Bhopal)**

**Heading the Admin department**

* Overall maintenance of the school.
* Overall Supervision of the school.
* Implementation of the policies.
* Handling fire and safety equipment.
* Supervision of Housekeeping services,

Security, Hostel, Mess & Tuckin and other

* Supervision of the work done by the vendors

And frequent interaction with their supervisors.

* To maintain the proper distribution of work.
* Identification of various vendors with compatible rates.
* Procurement of requirement with best quality and rates.
* Purchase of Inventory.
* To counter check the bills generated by the vendors.
* Coordinating with all the department like

Accounts, transport, store, hostel, maintenance to

Ensure proper functions of the school.

* Liaising with government departments.
* Liaising with vendors.
* Review remittances.
* Perform other related duties as and when required.

**Currently Working As Branch Manager in QUALITRONICS (MADRAS) PVT LTD. From February 2021 to October 2021.**

* + - Administer and ensure compliance to all sales practices in branch. Perform various training sessions for Sales and service Engineers.
    - Maintain the productivity of the Sales and Service team.
    - Meet the business targets for sales team, Order Executions of installation and services though engineers
    - Identify sales opportunities by leads and data base.
    - Direct operational activities on day to day basis. Generate leads for new business and customers.

# Admin Head of Maharashtra, ORCHID THE INTERNATIONAL SCHOOL

# (K12 Techno Services Pvt. Ltd) From March 2015 to January 2021.

* + Looking after the loss prevention activities.
  + Taking care of the CCTV monitoring at our office
  + Looking after the Fire & Safety of the operations.
  + Prepare reports or making presentations on internal investigations, losses, or violations of regulations.
  + Identify, investigate, or resolve security related issues.
  + Maintain good working relationships, Co-ordination, discussion and communication with Regional Operations Managers/Assistant Managers: -Security/Local police/ Narcotic Controls.
  + Contact vendors about Installation Of security Equipment at different branches.
  + Conduct fire Drill for students and staff.
  + Manage security staff training to respond in emergency.
  + Ensure smooth function of security and safety of student and staff.

# General Admin Management

* + Single point of contact for Complete School campus Security matters in his AOR.
  + Primarily responsible to manage a process driven, uniform and consistent security program.
  + Draft, get approved and implement Security SOPs across business.
  + Undertake school staff awareness drives to achieve employee’s compliance with security procedures.
  + Ensure development and implementation of security plan based on Security SOPs.
  + Conduct periodic risk assessments, audits and self-assessments.
  + Ensure communication and liaison between regional Management and Security function.
  + Rendering security support to stakeholders, internal and external customers as needed (parents). Drive cross functional collaboration, to ensure seamless deployment of security processes.
  + Drive and run logistics security program with the objective of proactive reduction in shrinkage.
  + Drive standardization and bench marking to ensure continual process improvement.
  + Recruit, induct, groom, motivate and drive a team of diverse background to create centers of excellence.
  + Additionally, Train, coach and manage Security Regional team.
  + Develop and maintain external partnerships, i.e. law enforcement, emergency services, etc.
  + Security vendor governance
  + Budget management

# Physical Security

* + Ensure the implementation, management, operation, and maintenance, of physical security measures and security systems - Perimeter protection, Access Control System, CCTV system, Intrusion Detection System and Security Lighting.
  + Define people, material and vehicle movement protocols.
  + Ensure seamless management, control, and maintenance of physical access authorization procedures and access control protocol.

Initiate process deviation and security incident reports, establish escalation metrics and response structures.

* + Maintain security incident data, with periodic trend analysis implement corrective actions plans
  + Create appropriate MIS reports.

# Security projects & services

* + Undertake, design & implement security projects in given timelines and budgets.
  + Manage and monitor cost, performance and quality of projects related to infrastructure & process enhancement.
  + Ensure consistent security services - security guarding, alarm monitoring & response, visitor management access control, material movement and security documentation.
  + Ensure security team contribution in cross functional projects, to support business goals.

# Emergency Response & Crisis Management

* + Creation, updating, exercising and maintenance of Crisis Management organization and plans.
  + Plan and execute various test & exercises.
  + Follow Emergency Response and Crisis Management guidelines to handle security incidents and crises.

**Core Work**

* + Coordination with back office staff and taking care of their day to day smooth functioning of activities.
  + Managing various school function and important school days as per requirements.
  + Managing various requirement (stationery basic IT needs and class room).
  + Coordination with various vendor and negotiate with them for best price and service supports.
  + Correspondence with various government officials for relevant certificate (CBSE,Fire department & other govt. and local authorities).
  + Correspondence with internal team as well as external coordinators.
  + Planning for outgoing student for various activities and manage various upcoming project like opening of new branches and requirement of existing branches coordinate with all administration staff and give them appropriate training.
  + According to the present condition act and react for betterment of staff and students.
* **Assistant Security Officer, Gemology Institute of America (GIA) from Aug 2013 to Feb 2015.**
  + Maintain stock of temporary / Contractor / Vendor access cards securely in accordance with local process.
  + Taking photos of new and existing employees.
  + Access administration for new joiners/ transfer employees/ resigned employees and maintain all records in dedicated folders.
  + Maintain an updated approver’s matrix for all area.
  + Manage all enquires received by the Regional Security Control Room (RSCR) and administer all requests for overseas staff visiting India.
  + Manage vendors in respect of technical systems and manned guarding.
  + Monitor and respond to system alarms in accordance with established procedures.
  + Manage e-mail correspondence and enquires in respect of access control and security issues and other matters relevant to the RSCR
  + Respond to and manage related security incidents, escalating to the India Security Manager for direction.
  + Monitoring local news channels and other media sources, escalating risks events and intelligence to in country management in accordance with security incident management response protocols.
  + Perform other duties and tasks as directed by the RSCR Supervisor or the country India security management team.
  + Coordinate with the building management team in respect of all visitors and building access cards required for the staff.
  + Maintain accurate and audit able records in respect of temporary, Contractor, Visitor access cards issued and held on site, security incident SID entries and details of all training given to security guard.

# CCTV Security Officer, Indian Express Towers from May 2011 to July 2013.

* + Ensuring serviceability & smooth Functioning of CCTV, Surveillance, DVR, DFMD & HHMD.
  + Knowledge of fire prevention
  + Providing self-defenses training for security guards

**Place: Mumbai**

**Date:**

**(Mr. Samir Pravinchandra Rajput)**