Dear Sir/Madam,

I am Asst. Manager Admin & security, presently working with ITC limited in Haridwar. I have around 8 years of experience and I am a professional in Administration and Security Management besides other multi-tasking abilities from my experience in the industry.

I am interested in the opening advertised and submit my resume for consideration. I am sure that I will prove my worth if given a chance.

Regards,

Gurvinder Singh

**Gurvinder Singh  *Email: gurvinder.singh6568@gmail.com***

***Contact Number: 9917955797***

***Address: Lane No-4 THDC Colony***

***Ranipur, Haridwar, Uttarakhand***

**Objective : Seeking assignments in Administration Management to enhance skills and potential of self and colleagues to make valuable contribution to the growth of organization.**

***Key Skills***

**General Adminstration ,Human Resource Mgmt and Employee Relations, Information,Physical & Environment Security.**

***Summary of Skills and Experience***

* **Presently serving with ITC Limited, 08 Yrs of diversified professional experience in different assignments.**

**General Administration**

* Provision of high level administrative support involving efficient management of office equipment, communication instruments, office automation, office administration.
* Planning & budgeting the administration expenses, supervising budgeting & MIS of the complete administrative functions, cost monitoring and control.
* **Developing Vendors**, Selection of vendors & service providers, Negotiating and finalization of AMCs.
* Expertise in drafting, formulating, implementing and reviewing Policies, Directives, Standard Operating Procedures vis-à-vis Financial, HR and Facility Administration.
* **Liaison** with civil administration, Local Bodies, NGOs & Other Agencies.
* **Negotiations** with tenants/vendors/service providers.

**Security Management**

* **Addressing the security needs of the 3 major industrial plants**. Workmen strength of 4500.
* Responsible for advising the Management on all security related matters and Law enforcement and other Public authorities, creating security awareness, conducting Audit & Risk assessments and Investigations.
* Training ofemployees in security and safety aspects and apprising them about the latest threats.
* Carried out **Audit and Risk-assessment** in physical and Information security of all 3 plants. Part of team in OSHA certification of the plant and various safety audits.
* In-house investigation of pilferage and theft cases and recommendation of remedial measures to various departments.
* Carried out Investigation and fraud detection in various units of plant to stop pilferage and plug in loop holes.
* Conducting Mock Drills to simulate site wide emergency and improving the reaction time to handle the emergency.
* Well versed with latest Security Equipment, Processes & Methodology including CCTV Surveillance, Biometric Control Measures.
* Expert in aspects of Vigilance, Surveillance, Anti-Sabotage, Espionage, Interrogation, Development & Operation of Sources
* Physical security - guarding, automation, Access Control Systems (Biometrics and PIR sensors), Surveillance System (CCTV and LAN cameras), Perimeter Systems.
* Infrastructure Protection. – Analyze security requirements at real estate sites/manufacturing facilities and coordinate execution.

**Human Resource Management**

* Designing manpower planning, training and development strategies together with legal and disciplinary matters.
* Ensuring prompt resolution of grievances to maintain cordial management relations.
* Communication skills for effective relationship building, negotiation, analytical skills and leadership abilities with the exposure of working in computerized environment.
* An effective communicator & team player/ leader with exceptional Team Development, Supervision, problem solving & organizational abilities.

**Achievements**

* **Appreciated by the Management for effectively handling the industrial strike, which lasted for more than two months, managing end to end operations when plant personnel were shifted to alternate sites ,without and loss of life and property.**
* Handled the agitation carried out by employees during the industrial unrest with total workers participation in thousands.
* Arrangement for exclusive security covers to the Management, during agitation by local socio-political leaders.
* Liaison with government officials and other higher authorities at different levels in civil administration.

***Jay Ace Technologies ltd***

***Sr. Executive HR & Admin \_\_\_\_\_\_\_\_ \_* Oct2010-2012**

**Statutory & Liaison**

* Handling the documentation of monthly and yearly returns of ESI & PF.
* Liaison with Govt. authorities i.e. advocates, Fire officers, and other concern dept.
* To maintain and checking all the records related to personnel dept. i.e. PF leader, ESI records, OT records, Time office , Factory Act, Salary & wages, NOC of Fire safety, statutory form of new worker & staff including personal files.
* Preparation of payroll including the overtime issues as well as full & final settlement.
* Dealing with leave matters of the employees and controlling absenteeism by regular counseling.
* Looking after the recruitment & selection procedure of non-managerial staff that includes the manpower planning, interaction with external agencies, screening, interviewing, and verification of references.
* Induction of new employees, retaining of the employee and also conducting exit interview of the employees.
* Keep a close eye on each and every worker in the factory in order to maintain strictly discipline and motivation of workers towards higher and qualitative productivity.

**Administration**

* Dealing the day to day grievances in the factory regarding canteen (food & tea quality, timing etc.),
* Housekeeping, Transportation availability, manpower strength.
* Dealing with security related work i.e. Deployment, guard strength, gate house problems & give recommendation regarding changes in security design to top management.
* Developing Vendors, Selection of vendors & service providers, Negotiating and finalization of AMCs.

***G4S Security Services Asst. Operation Manager Nov2008-Oct2010***

**Major Clients**

* Havells, Shantikunj, Ananda in the Himalayas, Kashvi industries, ING Bank, Vodafone, Calsberg Bioveda, Wipro.

**Major Cities/ Town**

* Ponta sahib, Massoorie, Narender nagar, Koatdwar, Joshimath, Haridwar, Roorkee, Dehradun

**Area of Responsibility**

* Total area covered 600 sq. km

**Professional Courses Done**

* Risk Analysis, Security survey and Audit, Hospital security course

**Key Responsibilities**

* Plan, organize, conduct and control the guarding operations as per the laid down policy.
* Monitor the operation and train the employees for professional service.
* Carry out a critical study (risk analysis & survey) of each assignment and identify grey areas.
* Meet the client at regular intervals, maintain harmonious relations & provide satisfactory services.
* Liaisons with local administration and govt. authorities i.e. Labour office, PF, ESIC, POLICE, FIRE OFFICE, HOSPITALS for functioning.
* Responsible for searching the source of recruitment & recruit the individual as per the requirement of the site and the client.
* Maintain all the registers required under the contract labour act.

Form 13 (Workmen register)

16 (Muster roll)

17 (Wages register)

20 (Deduction for damage & loss)

21 (Register of fines)

22 (Register of advance)

23 (Register of overtime)

* Preparing ESIC challans & submit half yearly return.
* Preparing EPF challans & submit monthly & yearly return.

**Academic Qualification**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institute** | **Year** |
| **Master in Business Administration**  **(Full Time)** | **Uttaranchal Institute of Management** | **2006-08** |
| B.com | SMJN (PG) College | 2003-05 |

* **Personal Detail**

**Father Name** :Prem Singh

**Marital Status** :Married

**DOB** : 03 Dec 1983

**Nationality** :Indian

**Permanent Address** :Lane No4 THDC Ranipur Haridwar

**Language Known :** Hindi, English, Punjabi

**Hobbies :** Meeting People & sharing cultural views,

Facing Challenges.

**Place: Haridwar (GURVINDER SINGH)**