**NIRANJAN RAO C** 

| Cell: 6309258591

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**Summary**

Versatile Retired Military Personal applying skills learning in the Indian Army to related careers in the civilian sector. Proficient in Security Management, Physical training, Security training ,Office Procedure, Clerical Duties, Admin Duties and supervision. Specialize in maintaining productivity and providing constructive motivation through astute leadership. it’s my endeavour to achieve the stated objectives and tasks by working in a challenging environment.

**Highlights**

● Extensive experience of 17 Years in Indian Army. Working as instructor in Army  
● Well-developed personnel management & Instructor abilities.   
● Proficient in the use of Security Management and Admin Duties & Accounts.  
● Sound knowledge of MS Office applications.  
● Excellent time management abilities.  
● Good communications and problem-solving skills.   
● Awarded a Certificate for Implementing Automation Process in Documentation (Corps Level).

**Work Experience**

**Retired Military Personnel**

* 17 Years experience of Security Management, vigilance, and Night security guards procedures manpower management. Vehicles and man and material in out procedures
* Working as Instructor in Indian Army. Trained to new recruits.
* Administration –all clerical experience work in ms office ,Accounts in excel sheets, presentation in MS PowerPoint.
* Experience in Various HR Packages & Office Procedures (Admin) Presently functioning in Indian Army.
* Provide payroll processing for the department and ensure time management remains effective and accurately accounted.
* Build databases and other document templates for administrative departmental use. Generated various reports for presentations on a daily, weekly, and monthly basis. Created and maintained various reports utilizing MS Office Applications.
* Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
* Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.
* Planning, scheduling, and promoting Regimental events, including meetings, conferences, interviews, orientations, and training sessions.
* Collecting, organizing, and storing information using computers and filing systems.
* Handled and Managed the Turnover of Unit Run Canteen (Approx – 3.5 Crores Per Annum), Experience in Regimental Accounts & Regimental/ Battary Part – II Order Cell NCOIC Incharge for 7 Years.
* Hands on Experience with Gems Software – Which is Indian Govt Official Portal for Purchasing.
* Adequate Knowledge and Experience in working as Security Management and Administration Supervisor, Documentation Supervisor.

**Civil experience**

Presently workingas **senior supervisor** in Ramky group Ltd wef Apr 2022

* As Senior supervisor complete maintain of Transfer station, whole Station Manpower 60 employees including Workers ,drivers and Security guards. Maintain of all records and manpower/ vehicles/stores detailing and entry/exit of all stores materials and distribution on time to other stations.
* Report and returns submit to Head office on daily /weekly/monthly basis

**Civil Education**

**Bachelor of Arts – From BRAOU (Hyderabad).**

**Master of Business Administration (Hospitality & Tourism) – From Shobit University (UP)**

**Technical Education**

**Diploma in Information Technology - CMC Limited**

**Diploma in Computer Programming – S S Infosys**

**Diploma in Fire & Safety from Royal Institute of Fire & Safety**

**Security Officer Course from Royal Institute of Fire & Safety**

**Military Education**

**TTE (Technical Training Education) – Class I**

**Unit Instructors – ZU23MM 2B GUN Course – Grade (AY)**

**Map Reading – I**

**Graduation Certificate from Indian Army**

**Proficiency Certificate in Physical Training**

**Security Training Certificate from Indian Army**

**Personal Specs**

**Languages Known: English, Hindi, Telugu (Read, Write, Speak)**

**Date of Birth: 19th Aug 1981**

**Address: 1-72, Maheshwari Nagar, St. No – 8, Habsiguda, Hyderabad -07**

**C, Niranjan Rao**

**Date:**