

# **Curriculum Vitae**

**Vijay Kshirsagar (Ex-Serviceman)**

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## **SENIOR MANAGEMENT PROFESSIONAL**

General Administration, Security operation, Liaison/Coordination, Statutory Compliance Management, Contract labor management, Bottom line result.

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## **SUMMARY**

- Confident, dedicated senior management Professional with over 37 years of experience, steering initiatives towards achievements of organizational goals with chief responsibilities pertaining to General Administration, Security operations and People Management.
  - Deftness in designing, implementation and supervision of modern security intelligence and surveillance systems as well as carrying out counter insurgency operations.
  - Wealth of experience covers crisis Management, Event Management, Assets Management, Risk Assessment, Office Administration and Public relations.
  - Deft in managing the wide spectrum of administrative tasks including procurement of material & services, formulation policy, vendor development, housekeeping, transport management, visitor management, events, security, budget and budgetary effective cost control system.
  - Demonstrated in leadership qualities: conceptualizing and effectuating measures / modifications in the operating procedures to optimize response and manpower utilization.
  - An enterprising leader with the ability to motivate personal towards achieving organizational objectives and adhering to industry best practices.
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## **EMPLOYMENT**

CG Power and Industrial Solutions Limited (Formerly Crompton Greaves Limited)  
Deputy Manager – Security

**Since 1997**

- Responsible for Security management as well as operations within Kanjur plant, Mumbai.
- To create and preserve an environment where employees, visitors and property are safe and well protected.
- Developing and implementing securities policies, protocols and procedures.
- Controlling budgets for security operations and monitoring expenses.
- Recruiting, training and supervising security officers and guard.

- Attend meetings with other managers to determine operational needs.
- Plan and coordinate security operations for specific events.
- Coordinate staff when responding to emergencies and alarm.
- Review reports on incidents and breaches.
- Investigate and resolved the issue.
- Create reports for management for security statues.
- Analysis data to form proposals for improvements ( e.g., implementation of new technology)
- To assist Chief security officer to provide complete security and play a active role in the management of security related contract,
- Ensure that all allegations of the crime and other incidents are investigated and properly recorded.
- Direct and coordinate all security activities of all security personnel.
- Ensure that all security staff provides services that are above and beyond for customer satisfaction and retention.
- Ensure the safety and security of Visitors, staff and contractors labor at all times.
- Liaise with all dept head to ensure employees are adhering to established security procedures.
- Record and notify all risk, deviations from safety standards and any untoward incidents.
- Oversees and guide the efforts of the accident prevention, fire, safety committee.
- Assign duties and schedule staff for balancing need of the production.
- Monitor staff/ employees activities and subordinate performance.
- Ensure compliance with all security standards and prevention measures.
- Monitor and follows proper keys control guidelines for plant premises ,
- Conduct investigations and compile reports on a timely manner for any theft, loss, accidents or any aspect that risks the safety of the employees/plant.
- Develop and maintains monthly check list for all CCTV equipments, alarmed doors and panic duress alarm to ensure that they are fully functional.
- Conduct regular mock fire evacuation drill from employees as per safety & emergency standards.
- Implement action plans to monitor and control risk or any emergency.

- Establish crisis management and contingency planning.
  - Conduct regular walk through round to monitor irregularities around the manufacturing plant.
  - Supervision of all security personnel and giving clear direction on all security related aspects.
  - Coordinate with external police authorities in the investigation and handling crimes, accidents,
  - Interview, select, review, and train new security officers according to plant manufacturing plant requirement.
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## **PREVIOUS EXPERIENCE**

### **Indian Navy**

Joined as Trainee rose to Regulating Petty Officer (Naval Police)

**1982 to 1997**

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## **EDUCATION**

MBA (HR)	- Yashwantrao Chavan Maharashtra Open University, Nasik	-2017
DBM (HR)	- Welinkar Institute of Management, Matunga, Mumbai.	-2007
BA (Economics)	- Yashwantrao Chavan Maharashtra Open University, Nasik	-2010

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## **TRAINING**

SAP (Material Module – 102,103,104 & 105 entries)  
MS-CIT  
Internet Applications

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## **PERSONAL DETAILS**

Name : Vijay Wamanrao Kshirsagar  
Date of Birth : 23 Jan 1964  
Marital Status : Married  
Contact No. : 9869369994

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