

KAMLESH H PARMAR

G-22, Krishna Apartment, B/H Tejendra Complex,
Odhav Road, CMC, Ahmedabad - 382415

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OBJECTIVE

Aspiring challenging assignments for a career encompassing personal & professional enhancement.

PROFILE

- Competent and diligent professional offering over well- honed experience of over 4 years in **Security / Loss Prevention & Vigilance**.
- Professional record demonstrates hands on exposure to General Administration- viz. Office Admin., in Stores- Inventory control, Record Keeping, Stock keeping & Logistics.

Core Competencies

Incident Report preparation • Logistics • Loss Prevention • Safety • Security • Vigilance

CAREER GRAPH:

Current Organization

Shree Balaji Security Worker For Jio Infocom
Till date

Mar-2017 –

Assistant Controller Officer (ACO & MIS)

- Managing Security Aspects & Compliances.
- Ensure employee safety in the territory
- Law Enforcement Support, Intelligence network to protect Jio Assets and Value
- Mitigate fraud risk by implementing policies and processes
- Provide continuous support to business
- Logistic Security and Asset tracking.
- Auditing MCN, LFL, & Small site of Reliance JIO across Gujarat.
- Handling 106 LPA, and maintaining daily report for site.

Previous Organization Details

Reliance Jio Infocomm Ltd.

Apr 2015 to Dec 2016

Assistant HR

- Calling to Selected Employee for vacancy
- Filling Joining Documents with Employees
- All Documents Uploaded on Portal

EDUCATIONAL CREDENTIALS

M.COM (2013-2015)

Computer Proficiency

MS Word, MS Excel, Internet, & SAP Basic

Date of birth: 21st September, 1992

Languages Known: English, Hindi, and Gujarati

Hobbies: Playing Cricket

References: Available on Request

Yours Sincerely

Kamlesh H Parmar