

Resume

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Objective: Seeking challenging assignments in management with a frontline organization.

Professional Profile

- A Graduate in Arts over **14** year **11** months 'experience in Industrial Security Officer and Security automation with Past and current Company.
- **Skills:** Security Control Room Executive and Security Automation.

Organisational Experience

Current Company: - Zydus Cadila Healthcare Ltd.

Zydus Cadila is headquartered in Ahmedabad, India, and ranks 4th in the Indian pharmaceutical industry. The group has manufacturing sites and research facilities spread across five states of Gujarat, Maharashtra, Goa, Himachal Pradesh and Sikkim in India and in the US and Brazil.

Designation: - Security Executive (FTE)

Joining Date: - 08 Jul 2019 to till date.

Current Company Chief Responsibilities:

- Handling to 2000 keys of Zydus corporate park (Head office) and other etc.
- 320 Nos Camera, 32 Nos Flap Barriers, 06 Nos Boom Barriers, 55 Nos Spectra Punching device installation Project completed at Zydus corporate park.
- Coordinate with vendor any security automation system related problem.
- Manage to all security gadgets.
- Handling to CCTV and Global security control room.
- Coordinating with all Zydus units (49) for daily security report and preparing in excel sheet & send it our group head.
- Maintaining Incident Report / Accident Report/ Theft Case / Blacklisted / Circulars / Statement / Photography / All blank formats.
- Handling to access control (Workers & Vehicle Movement).
- Handling to thermal screening camera installed at Entry/Exit Gate.
- Handling to UHF and VHF all other communications.
- Monitoring of Daily Material Movement & Labour Movement Report prepared.
- Handling to VMS (Visitor Management System) with varies software.
- Making contractual workforce temporary RFID access Gate Pass.
- Monitoring to Vehicle traffic control during the shift.

Incident & Investigation Management:-

- Lead any security incident as well as respond immediately to any reports/complaints related to security of Company & provide requisite support.
- Carry out Investigations on any security incidents within the company.
- Inform management on security related issues concerning security of company.

Past Job Details 01:-

On Roll as Security Executive at West Coast Frozen Foods PVT. LTD, Olpad.

Joining Date: - 20th Jun 2016 to 28 Jun 2019.

Total West Coast Frozen Foods Experience 03 Yrs.

Roles & Responsibilities:-

- Monitoring of CCTV Surveillance Cameras at Security Control room.
- Coordinating with all units and update on day to day Security & CCTV Control Room operation.
- Handling to UHF and VHF all other communications.

- Providing assistance and guidance to the Security staff or any staff in distress, to handle any untoward situation and mobilizing any type of assistance, if required.
- To manage Security Control Room function, like Operation of CCTV, Fix Indore & Outdoor Cameras etc.
- Procedure, ID Section Procedure and Visitors Management Procedures.
- Working of ACMS (Access Control Management System) Software.
- Maintaining RFID Mapping record in APMS System and also mapping RFID tag in APMS System.
- Monitoring of Daily Material Movement & Labour Movement Report prepared.
- Monitoring to Vehicle traffic control during the shift.
- Handling to Incident Report / Accident Report/ Theft Case / Blacklisted / Circulars / Statement / Photography / All other etc.

Past Job Details 02:-

As Security Officer and CCTV Control Room at Adani Hazira Port Pvt Ltd, Surat on roll of M/S Vigil Security Services Pvt.Ltd.

Joining Date: 15th Dec 2015 to 10 Jun 2016.

Total Adani Hazira Port Experience 06 Month.

Roles & Responsibilities:-

1- Security Control Room Operations:-

- Monitoring of CCTV Surveillance Cameras at Security Control room.
- Coordinating with National Security Control Room and update them on day to day Security & CCTV Control Room operation.
- Handling to UHF and VHF all other communications.
- Providing assistance and guidance to the Security staff or any staff in distress, to handle any untoward situation and mobilizing any type of assistance, if required.
- To manage Security Control Room function, like Operation of CCTV, Fix Indore & Outdoor Cameras etc.

2- Security Operation:-

- Working at Port Gate as Security APMS (In and Out Gate) – APMS = a system through which Import / Export is recorded and tracked AMPs S/W working Import- Coal, Rock Phosphate, Urea, Gypsum, SBM, Timber wood, Project cargo.
- Preparation and Circulation of Security Reports e.g. Visitor's Report, Daily Security Report, etc.
- Computer related work for Access Control Management including Man, Material, Vehicle and Visitors. (e.g. gate pass creation for Man, Vehicle, Visitors, Record keeping of Material Entry in computers)
- Procedure, ID Section Procedure and Visitors Management Procedures.
- Working of ACMS (Access Control Management System) Software.
- Maintaining RFID Mapping record in APMS System and also mapping RFID tag in APMS System.

Past Job Details 02:-

As Security Officer and CCTV Control Room at M/S Essar Steel Ltd, (Special Economic Zone), Surat on roll of M/S Vigil Security Services Pvt.Ltd.

The ESSAR Group is one of the largest corporate houses in India, with an asset of Rs.75, 000 crore and a presence in core sector industries: **Steel, Telecom, Shipping, Oil, Power, and Construction**. The Essar Group founded by Ruia family over 3 decades.

Job Duration in M/S Essar Steel Ltd (SEZ UNIT)

Joining Date: 8th July 2008 to 10 Dec 2015.

Total Essar Steel Experience 07 Yrs. 06 Month.

Chief Responsibilities:

- Monitoring of CCTV Surveillance Cameras at Security Control room.
- Coordinating with all security posts and update on day to day Security & CCTV Control Room operation.
- Coordinate with vendor any security automation system related problem.
- Manage to all security gadgets.
- Maintaining Incident Report / Accident Report/ Theft Case / Blacklisted / Circulars / Statement / Photography / All other etc.

- Handling to access control (Workers & Vehicle Movement).
- Handling to UHF and VHF all other communications.
- Monitoring of Daily Material Movement & Labour Movement Report preparing & send it to HOD.
- Handling to Visitor Management System.
- Making contractual workforce temporary Gate Pass.
- Monitoring to Vehicle traffic control during the shift.

Academic Credentials

- Bachelor in Arts from Bundelkhand University, Jhansi in 2008.
- Windows 98, Fundamental, Dos, MS Office, course completed in 2004 by D.A.V Inter Collage Banda.
- DCA, 6th month diploma completed in 2008.

Certificate of Achievement

- We have got a certificate from Zydus HR President for best perform duty during the Covid-19.

Education Qualification

S.No.	Class	Year	Board/University	Subject
01.	High School	2003	U.P. Board, Allahabad	Hindi, English, Social Science, Math, Science, Drawing.
02.	XI	2004	D.A.V Inter Collage Banda	Windows 98, Fundamental, Dos, MS Office
03.	Inter Mediate	2005	U.P. Board, Allahabad	Hindi, English, Sociology, Civics, Economics.
04.	Graduate	2008	Bundelkhand University Jhansi.	English, Political Science, sociology
05.	Course	2008	A to Z Computers (Banda)	DCA, DTP, Advance Course,

Personal Details

Date of Birth : 15.02.1987
 Present Add. : Zydus Corporate Park near Vaishnodevi circle
 Ahmedabad, Gujarat- 382481.
 Contact Details (Permanent Add.): Vill+Post- Nadehra, Dist-Hamirpur, State- UP.
 Tel.: 7802071038
 Passport no : -----
 Current CTC : Rs. 4, 45,000 per annum
 Expected CTC : ...
 Notice period : 1 calendar month
 Current location : **Zydus Corporate Park Ahmedabad.**

Declaration:

I hereby declare that the information given above is true to the best of my knowledge. I will make it my earnest endeavour to discharge competently and carefully the duties you may be pleased to entrust with me.

Place :- Zydus Corporate Park Ahmedabad.

Date:

(Neetendra Dixit)