** VIJAY KUMAR**

E-Mail:vjchaubey@gmail.com

Phone: 9149630723 **Level Assignments**

**HR & Admin Security Operations ~Liaison & Coordination**

**Location Preference: Gujarat**

**PROFILE SUMMARY**

* A competent Defence professional with **23 years** of experience in the fields of HR & **Administration, Security and Facility Management, Vendor Management, etc.**
* Hands on experience in **managing Crime and Intelligence Wing, VIP Security, Fire   
  Fighting, Anti-Terrorist Measures, Disaster Management**, etc.
* Proficient in improving profitability, enhancing operational performance, eliminating / mitigating risks, **identifying security gaps, protecting executives, personnel and property**
* Experienced in making high-stakes decisions, **handling complex security issues** and providing expert advisory services
* An **innovative professional** with strong analytical, communication, interpersonal and organizational skills

**CORE COMPETENCIE**

* Knowledge of Recruitment and Contract Management
* Joining Formalities , Induction, Training and Development
* Attendance Management
* Performance Management
* Grievances, Handling and Employee relations
* Knowledge of IMS /ISO Certificates and Manpower Planning
* Budgeting for HR ,Admin & Security
* Transport Management/Vendor Management/Development
* Housekeeping
* Canteen management
* Manpower management

**ORGANISATIONAL EXPERIENCE**

**Tagros Chemical India Pvt Ltd. as Chief Manager Security,Ankleswar Nov 21-till date**

* **Key Result Areas:**

Security, Admin, Liaison, Transport

**ORGANISATIONAL EXPERIENCE**

**Satyesh Brinechem Pvt Ltd. as Manager HR & Admin (Security) ,Kutch March 20- Nov 21**

**Key Result Areas:**

# Administration:

* Examining & issuing of employment contract agreements, appointment letter, wage increment, incentives & bonuses, and terminations letters.
* Managing personnel accommodations as well as cafeterias for 400 employees.
* Composing & keeping employee personnel filing system up to date both physically as well as electronically.
* Evaluating & then approving employee leaves, full and final settlements, Exit Interviews.
* Adept in making arrangements for allocating newbies.
* Planning payroll and remuneration related duties for all departments including the administration of related admin methods.
* Housekeeping and hygiene maintenance in the office. Monitoring daily check list for the same. Weekly Pest control in the plant.
* Ensuring smooth functioning of allied teams like housekeeping, pantry, security, vendor dealing, and taking necessary approvals as per requirement.
* Coordinating with various vendors, keeping track of various office Admin bills.
* Coordinating travel and accommodation for official guests and senior level management.
* Managing and updating company assets.
* Knowledge of IMS/ISO and implementations.
* Hands on experience on SAP for PR/PO/GRN processes.
* Liaison with GPCB/Local Police/Sarpanch/BSF.
* Obtaining & timely renewals of various statutory of the company i.e. Taxes, Insurance, or any Government fee.
* Inspecting the employee conveniences including Firm's Guest Houses and maintaining criteria of sanitation, hygiene, & safety/security regulations in order to preserve the accommodation in healthy condition. Also, to leave no stone unturned in maintaining the well-ordered running of amenities.
* Systemizing the joining formalities process of new joiners i.e. Welcome announcement, Introduction, Gadgets, Employee Code, Identity & access Cards, Stationery & Bank Account.
* Maintenance of facility machinery like workstations, air conditioners, organization transports, utilities, distributor agreements, agency contracts, property & tenancy contracts.

# **Human Resources:**

* Recruitment. Issuance of offer letter, Negotiation with candidates and closing the position within the TAT.
* Sourcing the resumes through Naukri.com database and job postings.
* On board joining formalities, Induction of newly joined employees.

Documentation-Maintaining documents of all the employees in individual.

* Management of Vendors- Managing the agencies, contractors
* ISO Audit-Getting all documents ready as per ISO Audit

Facing the ISO Auditor, keeping all documents as per legal compliance

* + Managing all itinerary management –Travel –Domestic & International, flight tickets, local conveyance and Hotel Bookings. Co-ordinate with all departments to arrange as per requirement of employees.
  + Employee engagement- Conducting employee engagement activities for all employees. Organising Birthday celebrations , Reward & recognitions, activities in festivals.
  + Performance appraisal system- Conduction performance appraisal for all employees based on KRA settings
  + Renewal of all Licenses- Getting the license renewed of all vehicles, factory , vendors before the expiry of date. Getting PUC done for all vehicles for audit purpose
* Developing as well as building rapport and relations with internal business managers/team leaders to formulate strategic HR Solutions.
* Led entire spectrum of HR and Administration & guided the efforts over outlining as well as budgeting of HR and Admin expenditures & strive towards depreciating operational costs.
* Controlling day-to-day Human Resource & Administration processes & functions comprising Compensation & benefits, Planning, Talent Acquisition/Recruitment, Employee relation, Employee retention, Staffing, Performance management, Grievance & Discipline tasks, Adherence to local labour laws, IT, Security, Housekeeping, Timekeeping, Vendor Management, Logistics and Payroll.
* Promoting & Executing HR & Administration policies, plans and goals for the whole organization.
* Supporting inventory accounts of firm assets, material and modernizing them regularly.
* Updating the company’s profile, product & project information on the website's landing page.
* Creating & submitting to the top management all important MIS reports on the daily, weekly & monthly basis. MIS reports included Manpower situation, employee accommodation status, recruitment and payment updates.

**Security:**

* Responsible for administering security operations to ensure a safe and secure environment for all the employees and laborers.
* Establishing and enforcing **security** policies and procedures; supervising **the security** guard force.
* Accountable for handling the employees, laborers, Guest Management, Visitor Management and VIP Movement/security in coordination with Gujarat Police as a protocol officer and other law enforcement agencies.
* Accountable for developing, standardizing and implementing security systems and procedures for the organization
* Managing the integration and implementation of electronic security of the premises including HHMD, alarm/intruder system, VMS, DVR &closed circuit television (CCTV), access control etc.
* Detecting the major crime cases apart from minor crime cases malpractice white collar crimes and   
  organize investigation into such cases
* Updated the company’s security manual and emergency procedures in alignment with modern security guidelines
* Interpret security rules, procedures and policies and ensure implementation of the same. Review irregularity reports and resolve the matter appropriately
* Identified a significant security threat in the system and rectified it effectively
* Bringing weapons, alcohol, non-veg and tobacco in plant premises strictly prohibited.
* Guest of plant residents/Employees will only be allowed after approval of Plant Head on VMS and necessary entry in visitor’s register.

**Vishal Fabrics Pvt Ltd. as Chief Security Officer ,Dholka Oct 19- March 20**

* Ensure proper and effective deployment of security personnel in consultation with Director.
* Implementation of security process, instructions and standard operating procedure given by Director time to time.
* Work towards acquiring local intelligence of area and keep informed Director.
* Ensure proper functioning of gates.
* Ensure proper Entry of material in/out in SAP.
* Ensure all security personnel are turned up smartly in uniform when reporting for the duty. Two pair of uniform should be issued to guards.
* Ensure proper documentation – Registers and files are updated on daily basis.
* Patrol the area and checked all guards are positioned in their respective area or position.
* Ensure all Fire Extinguishers and Fire Hydrants are serviceable and placed in marked area.
* Render daily report to Director.
* Ensure functional all HHMD, torches, emergency light, walkie talkie, CCTV Cameras. Replace at the earliest if required.
* Ensure all perimeter lights, Emergency light are always in working condition.
* Ensure that checking of all supplies against challan/bill and making entry in material register and not letting short supplies inside.
* Ensure that security agency personnel frisk, guest, customers, employees, vendor, contractors and its labor.
* Ensure that Visitors bags & belongings checked in proper manner through scanning machine.

**Blue Dart Express Ltd. as Sr. Executive Security,Rajkot & Kutch May19–Sept 19**

**Key Result Areas:**

* Responsible for the security operations for 106 sites of Saurashtra and Kutch region.
* Planning security budget for all sites.
* Assisting management for the investigation of security breaches, recommending corrective measures and overseeing implementation; reporting to Regional Security Manager for any breach of security in the locations.
* Monitoring the visitor management process, material movement process, identity card process, access control &biometrics management along with key management and parking management
* Organizing audits on site in view of access control, fire &safety, alarm system etc.
* Liaising with security agency for effective security, training, night checks, etc. and coordinating with agencies to improve the quality of service.
* Ensuring the execution of loss preventive methods in consultation with RSM.
* Submitting incident report to RSM for any loss and damage of item in transit

**Indian Air Force as Junior Warrant Officer Nov’98- Nov’18**

* The Indian Air Force has provided an excellent platform to develop as "**Effective Team Leader**" and confidence to handle complex tasks under constraints of time and resources. "**Innovation**" is the key operative word under any extreme conditions.
* Developed Contingency Plan & Disaster Management Planning & trained selected staff as member of Quick Reaction Team to ensure optimum operational readiness during emergency situations.
* Formulating, monitoring, supervising & coordinating security activities of the entire area with effective Guarding, Electronic Surveillance System (CCTV, DFMD, HHMD & Boom Barriers), Access Controls, Traffic Control, Vendor Management, Fire Fighting Systems & Facilities Management.
* Trained and worked at different geographical locations under extreme climatic conditions in India. Maintained discipline amongst personnel innovated & implemented the Security policies effectively

**ACADEMIC DETAILS**

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| 1993 | Bihar School Examination Board, Patna |
| 1995 | Intermediate Council Secondary Education, Patna |
| 2013  2014  2020 | B.A – IGNOU  Associate Degree in Commerce from IGNOU  MBA in HRM Pursuing (2020-2022) |

**PROFESSIONAL QUALIFICATION**

* Certificate in Retail Management from URICM, Gandhinagar in 2018.
* Diploma in Accounts Management from IGNOU in 2012.
* Certificate Course in Security Management of Strategic Installations from IGNOU in 2011.
* Cryptography Course from ATS in 2009.

**STRENGTH**

* Patience, Sincerity, Discipline, Honesty, dedication to work, Positive -thinking, Self - confidence and Self-motivation.
* Professionalism & will to win against all obstacles.
* Skilled in handling large workforces and maintaining peaceful & amicable work environment in the organization.

**IT SKILLS**

* Proficient in the usage of MS-Office and other Internet Applications

Date of Birth: 01 January 1979

Languages Known: English and Hindi

Address: Flat No. R-101, GHB FLATS, SPNNAGAR, SHASTRINAGAR, AHMEDABAD