**RESUME**



**AMRIT LAL BHARGAVA**

Date of Birth: 06 July 1964

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**Address**: E-81/204 SWAMI NARAYAN PARK, Opp. SHRIJEE BUNGLOW, VASANT VIHAR ROAD, NEW NARODA, AHMEDABAD, GUJARAT, PIN 382330

**Education**:

• MA in Hindi

• B.Ed

• C.LIB & Info Sc and Technology

• Certificate Teaching in English

• DMLT (Diploma in Medical and Lab Technician)

• PGDDM (Post Graduate Diploma in Disaster Management)

• PGDFIS (Post Graduate Diploma in Fire Industrial Safety Management)

• Foreign Language Course Divehi Language (Maldives Country Language), Foreign Language Instrector.

• Certificate in Essentials Fire Safety Principles on 14 Oct 2021

• MOC -In Process Safety (Management of Change in Process Safety) on 15 Oct 2021

• HAZWOPERM (Hazardous Waste Operations and Emergency Response Management -30 Hours Online Program on 01 Oct 2021

• Disaster Management With Advanced Emergency Response Principles on 17 Oct 2021

. Computer Basic Course.

**EXPERIENCE:**

**• Army Education Corps As a Education Instructor Sub. Major From 11 Dec 1984 to 31 Dec 2014,** Duties Performed As Command And Control, Adm Officer, General Office Procedure, Where An In Depth Knowledge Of Office Management Principles And Considerable Experience In Book keeping were Obtained.

• Reliance Industries Ltd. As a Area Loss Prevention Officer (ALPO) From 23 June 2015 to 05 Jan 2020 after that opened a own agency of **“Domestic Security and Placement Services”** *, but due to pandemic period (COVID 19) now no any own business or job, I give you the assurity no any job and own business after given my resignation from RIL, now I willing to do job in RIL.*

• Duties Performed As a Investigation Officer And Lesion Officer.

• So many cases have investigated like theft cases and staff .

• Duties Performed As a Security, Safety (HSE) and Admin Officer.

• Planning and Management of Minutes of Meetings (MOM).

• Co-ordinates with Senior Officers, Time to Time Give Feedback to Higher Authority for Progress of given Tasks.

• Conduct a Trainings, Briefings and Demo Of Fire, Mock Drill, Safety (HSE), First Aid and General Awareness.

• To Control losses like Theft, Damage And Shrink.

• Control on Receiving And Dispatching.

• Control on Parking Management and Also Handel All Employees Those Are Working In Premises.

• Recruitment Duties Performed.

• Organized The Schedule of meetings, conferences and events distributed minutes for them.

• Co-ordinate agencies for meetings with visitors and any troops- arranged guest and travel accommodations.

• Purchased office equipment and supplies-conducted vendor and subordinator.

• Established and implemented administrative policy and procedures for the office.

• Effectively Managed Office Operations, Utilizing the Following Skill Sets.

• Computer Proficiency: In Depth Knowledge of Microsoft Office Software.

• Communicate Effectively With Staff/Executives-Effective Verbal/Written Communication.

• Attention to Details, Excellent Planning, Organizing and Time Management Skill.

• Customer Service Orientation.

• Reliability

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**Achievements**:

• Supported staff effectively in assigned project-based work.

• Responsible for providing training and clarification to new employees.

• Interacted with organization’s board of the directors to arrange attendance at meetings and recording and distributing the minutes.

**1. Intelligence:**

• An intelligence, methodical and possesses a Shark analytical mind and good grasping power to understand the depth and implication of a problem and suggest remedial actions.

2.**Reliability**:

• Extremely reliable and loyal.

3. **Keenness and Energy for work**:

• Energetic sharp and has keenness for assigned task.

4.**Initiative and Sense of Responsibility**:

• A willing worker takes initiative and shoulders additional responsibility cheerfully.

5.**Organizational**:

• Excellent in man management, personal relation and has the capability to work while creating conductive environment within the system.

6.**Sports**:

• Take interest in Volleyball and Basketball.

7.**Special Tech Qualification or Appt held in Army**:

• Qualified in MA(Hindi), B.Ed., C.LIB Sc & Info Tech, PGDDM, Diploma in Teaching, Cert Teaching in English and has 30 yrs long teaching experience in Formation School in addition to instructional and Adam duties I has performed the duties of a librarian in various large and medium libraries of Indian Army for more than 18 yrs.

8.**Any Other Special Characteristic and Qualities**:

• An honest dedicated loyal, sincere, deserving and hardworking Junior Commissioned Officer (JCO) having the capacity to work independently & willingly accepts responsibilities cheerfully and executive them with perfection. During my service got a **Meritorious Service Medal on Republic Day 2021**

9.**Education of Service (Equivalent Civil Trade**):

• Post Graduate Teacher (PGT), Librarian, and Disaster Management Officer, Adam officer, Chief Security officer and Lab Technician. PGDFIS, HAZWOPERM and Disaster management with Advanced Emergency Response Principles

10.**Vocational Training Given and Proficiency**:

• Diploma in Medical Lab Technician.

**Station**: Ahmadabad (GUJ) **Signature of Individual**

**Dated: 16** May 2022

(Amrit Lal Bhargava)

SUB MAJOR/EDUCATION (VATERAN)