

RESUME



NAME: - SHIVPRATAP SINGH D RAJPUT
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PERSONAL PROFILE

DATE OF BIRTH: - 05 JANUARY 1987
BLOOD GROUP: - O+ Positive
HEIGHT: - 6 ft. 5 Inc.
MARITAL STATUS: - MARRIED
FAMILY MEMBER: - MOTHER, FATHER, WIFE, DAUGHTER, AND SON
LANGUAGE KNOWN: - HINDI, ENGLISH, GUJARATI
NATIONALITY: - INDIAN

QUALIFICATION

10TH (GANDHINAGAR BOARD)
12TH (VARODRA BOARD)

WORK EXPERIENCE:-

CENTRAL RESERVE POLICE FORCE

DATE OF JOINING: - JUNE 2003
DATE OF DISCHARGE: - APRIL 2013
TOTAL SERVICE: - 11th YEARS CORPS-28th B.N
RANK: - HC/GD
SKILLS:- ALL GENERAL DUTYS, QRT COMMANDO, OFFICER PROTECTION, AMBUSH, BORDER SECURITY, CAMP SECURITY, AREA PETROLING AND INTELLIGENCE, FIELD CRFT, CORDON V, VIP SECURITY, PILOTING, SEARCH OPERATIONS, CUARFIYU DUTYS, ECT,.....



ADMIN SECURITY & FACILITY HEAD**NORTH WEST CARRING COMPANY LLP (BHARTI AIRTEL)****DATE OF JOINING:- 23 APRIL 2021 CURRENT WORKING****SKILL: - MULTIPLE WORK DUTYS RESPONSIBILITIES**

ADMIN DUTYS:- EMPLOYEES AND LABOUR ATTENDANCE MAINTAIN, PF, ESIC, RECRUITMENT PROCESS, COORDINATE INTERVIEW TEAMS, CANDIDATE DOCUMENTS COLLECTED & RECORDS MAINTAIN, COMPLIANCE AND RECORDS, PAYROLL & BUDGETS, F&F PROCESS, ADMINISTRATION, VENDOR INVOICE VERIFIED, PURCHASE ITEMS, BUDGET EXPERIENCE, SUPPLY CHAIN, INTERNAL TEAMS PLANNING, YEARLY BUDGET ACCORDING PLANNING, COMPANY NEEDS PLANNING, VENDORS & SUPPLIERS, RELATIONS MAINTAIN, VENDORS PAYMENT TIMING, RATE NEGOTIATION, INVOICE UPLOAD, COMPANY DOCUMENTS MAINTAIN, AUDITS, ECT...

SECURITY DUTYS:- SECURITY TRAINING, GUARDS DUTYS DEPLOYMENT, INVESTIGATION, SURVEILLANCE, CCTV IP CAMERA PTZ CAMERA MONITORING AND MAINTENANCE ALL STAFF AND SECURITY AND LABOURS AND TRANSPORTER DISCIPLINE WITHOUT GATEPASS NO ENTRY MAINTENANCE, ON DUTY IN TIME OUT TIME MAINTAIN PROPERLY, SURPRISE CHECKING, FIRE TRAINING, FIRST AID TRAINING, MAIL COMMUNICATION, MICROSOFT OFFICE EXCEL SHEET MAINTAIN, IN WORD OUT WORD VEHICLE REGISTER, VISITORS AND CUSTOMER SERVICE, VEHICLE LOADING UNLOADING SURPRISE AUDIT, FIRE EQUIPMENT DAILY INSPECTION REPORTING, ATTENDANCE VERIFICATION, SAFETY TOOL BOX MEETING, MORNING PRAYERS, PROPERTY MAINTENANCE, INFRA EQUIPMENT MAINTENANCE, HYGIENE MAINTAIN, EMERGENCY NUMBER MAINTAIN, LOCAL COMMUNICATIONS EMERGENCY SERVICE, ECT....

FACILITY DUTYS:- EVENTS MANAGEMENT, FESTIVAL CELEBRATION, BUILDING MAINTENANCE, HYGIENE MAINTENANCE, HOUSEKEEPING MANAGEMENT, BUILDING AND PROPERTY MAINTENANCE, SAFETY TOOLBOX MEETING, FIRE EQUIPMENT INSPECTION, VENDORS MANAGEMENT, ECT.....

SECURITY OFFICER**GYSCOL ALLOYS LTD (STEEL MANUFACTURING PLANT UBKHAL VIJAPUR)****DATE OF JOINING: OCTOBER 2019 To 31 JANUARY 2021**

SKILL:- SECURITY TRAINING, FIRST AID TRAINING, LEADERSHIP, INVESTIGATION, CCTV IP CAMERAS AND PTZ CAMERAS, VISITORS MANAGEMENT, WORKER HANDLING, ATTENDANCE, CHECK GUARD DUTYS, SIDE PETROLING, STAFF & LABOR SAFETY, TOOL BOX MEETING, DAILY CCTV CAMERAS, HEALTH CHECKUP, MHE, ATTENDANCE REPORTS, HYGIENE MAINTENANCE LOCAL COMMUNICATIONS, EMERGENCY SERVICE PROVIDE, ECT.....

SECURITY SUPERVISOR & FIELD OFFICER**SPARTAN PROTECTION PVT LTD (AHMEDABAD)****DATE OF JOINING:- JANUARY 2015 TO SEPTEMBER 2019**

SKILL:- INVESTIGATION, BILLING, MONTHLY BILL COLLECT, POINT MANAGEMENT, LEDAR SHIP, ITEMS PURCHASED, MANPOWER, TRAINING, SURVEILLANCE, SURPRISE CHECKING, HANDOVER, REGISTER MAINTAIN, MATERIAL CHECKING, NIGHT SIDE PETROLING, LOCAL COMMUNICATIONS, EMERGENCY SERVICE PROVIDE, ECT...

ID PROOF:- AADHAR CARD, PAN VOTER ID, ELECTRICITY BILL, PASSBOOK, HEAVY DRIVING LICENCE

SOFT SKILLS

1. DRIVING FOUR WHEELER
2. BASIC KNOWLEDGE OF COMPUTER
3. MANAGEMENT OF MANPOWER
4. ABLE TO MANAGEMESS / CANTEEN
5. HANDLING OF ARMS AND WEAPONS
6. HOUEKEEPING MANAGEMEN

STRENGH

HONESTY AND HARD WORKING LOYALTY TO WARDS ORGANIZATION SELF-MOTIVATION SELF
CONFIDEANCE TO WARDS ASSIGNED TASK..

SIGNATURE



{ **SHIVPRATAP SINGH RAJPUT** }

