

# **CURRICULAM – VITAE**



## **CAREER OBJECTIVES**

Seeking assignment in Security and Administration Management with reputed organization.

## **PROFESSIONAL SYNOPSIS:**

Over 05+ years of experience in Security and Administration Management in Logistic and Pharmaceuticals. Handling the team of 05 Officer /Supervisors with coverage area of 04 different locations at Ahmedabad US FDA Approved Plants with more than 50 Security Guards and 250+ Admin Staff.

Worked as a Junior Commissioned Officer in INDIAN ARMY different establishments for more than 15 years.

## **PROFESSIONAL RECORD**

- Successfully handling ALL US FDA Approved API/Formulation Plants with the help of 50 Security personnel plus 300 Administration Staff 04 Business Units of Ahmedabad. The plants consist of REGISTERED UNION and 13500 Staff plus 6000 contractual labors. (Zydus Cadila Group – Ahmedabad)
- Successfully handled Gujarat's 2<sup>nd</sup> Largest Logistic Company with the help of 60 Security personnel. (Sequels Logistic Pvt. Ltd.)
- Successfully Completed 15 plus years as a Administrative Manager and Quick Reaction Security 500 Armed Security Personnel in INDIAN Army different establishments.

## **HR/GMP EXPRTISE:**

Recruitments, Training, interviews and Employee selection.

Schemes, Morale of employees, social gatherings to encourage the employees and families to achieve more productivity, reward, punishments as per the laid down labor laws etc.

Good Knowledge of cGMP, Incidents Investigations, Change Controls, CAPA, SOP Preparation, Training, Documentation, Audit Compliance, Risk Assessments etc.

Good Documentation Practice (GDP).

SAP, Track wise and Supply Chain Management.

### **PROFESSIONAL / EDUCATIONAL / OTHER QUALIFICATION**

- Diploma in Computer Application (DCA) (Creative Computers) AAD Gopalpur.
- Diploma in Warehousing (Rani Durgavati Vishwavidyalaya) University of Jabalpur.
- Diploma in Administrative & Industrial safety Officer Course (Institute of Security Management, Technology & Services) sponsored (Ex) by Directorate General Resettlement.
- Diploma in Assistant Security & Fire Officer Course (Institute of Security Management Technology & Services) sponsored (Ex) by Directorate General Resettlement.
- Diploma in Fire & Industrial Safety Course (Royal Institute of Fire & Safety).
- Security Officer Course (Royal Institute of Fire & Safety).
- Proficiency Certificate for Physical Training and Drill (Indian Army).
- Security Training Certificate (Indian Army).
- Technical Training Certificate (Indian Army).
- 12<sup>th</sup> passed from Gujarat Secondary education Board, Gandhinagar.
- Equivalent Graduation from Indian Army (Ministry of Defense).
- SKsT Class – I.
- MR Class – II.

### **KEY ATTRIBUTES:**

- Self-starter and Team player, able to work independently and with teams.
- **Physically fit and Slim (Maintained Physique in the age of 40 +).**
- A good communicator with a structured approach to every activity.
- Good Presentation skills.
- Expert to handle various Pharmaceutical Audits/Foreign Visitors and Auditors.
- Handling of Pest Control related activities including Trend and Action/Alert limits etc.
- Liaising with Local/Govt. Officials up to the rank of Class one Officers.

## **Experience**

➤ **Presently working with Zydus Life Science Ltd. (Ahmedabad)**

**Working as Executive (Administration & Security).**

**Since 01 Apr 2021 to Till date.**

➤ **Zydus Cadila Healthcare Ltd. (Ahmedabad)**

**Working as Officer (Administration & Security).**

**Since 16 Jul 2018 to 31 Mar 2021.**

➤ **Sequel Logistic Pvt. Ltd. (Ahmedabad)**

**Worked as Sr. Security Officer (Fleet, Administration & Security).**

**Worked from 02 May 2017 to 15 Jul 2018.**

➤ **Indian Army.**

**Worked as a Administrative Officer in INDIAN ARMY different establishments,**

**Worked from 31<sup>st</sup> January 2001 to 31<sup>st</sup> Aug 2016.**

## **Core Competencies**

- Expert in Store Keepers Technical field in any type of stores accounts.
- My abilities to manage multiple training without ever losing focus on the bottom line and consistently managing the highest level of guards, supervisor & operators as well as security equipment's (CCTV Camera, HHMD, Motion Sensor, Wall Vibrator, Panic Switch, Tripod Turnstile, Biometric Turnstile, Face Recognize Turnstile and all type of Fencings etc).
- Expert in providing security to any organization within frameworks for maximum efficiency and benefit to the parent organization by maximizing levels of professional competence.
- Expert in manage tripod turnstile handling, visitor management system (VMS), Material Movement procedure (outward/inward etc).
- Ensuring smooth operations at all time and maintaining proper decorum & discipline for full readiness by implementing & modifying the polices & procedures.
- Experts in all types of Physical Training and Drill.

## **MANAGEMENT SKILLS:-**

Collective Bargaining, Wages Settlement, Operations Management, Team Management, Vendor Management, General Administration, Government Liaison, General Management, Negotiation & contract negotiation, Strategic Planning, Contract Security, Office Administration, Fire Safety, Team Building, Audit Management, Contract Management, Automation Security, Access Control, CCTV, Private Investigations, Physical Security, Security Management, Security Operations, Security Training, Security Awareness, Fraud Procurement, Pest Control Management, Parking Management.

**PERSONAL PROFILE**

Name : Devesh Banerjee

Date of Birth : 01 Aug 1982

Gender : Male

Marital Status : Married

Language Known : Hindi, Gujarati, Bengali, English

Nationality : INDIAN

Pervious Organization : Indian Army & Sequel Logistic Pvt. Ltd.

Organization : Zydus Life Science Ltd.

Date of Joining : 16 Jul 2018

Total Experience : 20 Years 10 months

Designation & Department : Executive (Security / Admin)

Current CTC : 7.10 Lacs.

Expected : 35 to 40 %

**MOBILE** : 9427334399 / 8320163772

**E-MAIL.ID** : deveshbanerjee1882@gmail.com

**DECLARATION:-**

I hereby declare that the above furnished details are true to the best of my knowledge.

In anticipation of your esteemed command.

Place : Ahmedabad

(Devesh Banerjee)