

RAVI KUMAR LAMA
Correspondence Address:
A-10, AKSHAR EXOTICA
AHMEDABAD (GUJARAT)
Mobile no: 9810765822, 7069076511



lamaravi01@rediffmail.com
lamaravi02@gmail.com

OBJECTIVE

I always make efforts to uplift myself and aim to grow and march forward. I deliver to the best of my knowledge, ability and expand my capacities by associating with a growth-oriented organization where the work atmosphere provides me with new learning skills.

PERSONAL SKILLS

- Quick learner
- Easily adopt to new environment
- Can work under pressure

PRESENTLY WORKING WITH CADILA PHARMACEUTICALS LTD.

Designation : Senior Manager (Admin & Security)
Duration : 01 August 2017 to till date
Location : Ahmedabad

JOB PROFILE

- Security and access control of Men & Material (RGP/NRGP), Vigilance, Administration.
- Public relation and Liaisons with Government Authorities,
- Maintain safe and secure environment for employees & company assets by establishing and enforcing security policies and procedure with effective supervising of the security guards.
- Maintaining various types of agreements are in place for all security related function like manpower, security/safety equipment's, vendors and track for timely renewal.
- Managing VVIP Movement, liaison with Airport and all other government authorities.
- Knowledge of firefighting & evacuation drill during emergency, Contingency arrangement
- Monitoring additional Three small Company locations in Ahmedabad.

Working experience with : S.S.B. (GOVT. OF INDIA)

Designation : SI
Duration : July 2016 to July 2017
LOCATION : FTR HQR Ranidanga

JOB PROFILE

- In Charge Bomb Disposal Team.
- Administrative and Transport management, Man power management.
- Additional charge of management of FTR HQR Hospital.

Working experience with Special Protection Grp. (PRIME MINISTER SECURITY) Govt. of India

Designation : Security Officer
Duration : 01 Jan2008 to June' 2016
Location : New Delhi.

JOB PROFILE

- Providing Security to Prime Minister of India
- High level Professional interaction with delegates and high profile appointees, Handling and coordinating VVIP Tours and travels, Administrative coordination.
- Monitoring Access control of Men/ Material, CCTV, UVSS, Boom barrier, DFMD, etc.
- Assist TSCM Team, Liaising with Govt. Departments, Police and Intelligence.

Working experience with : S.S.B. (GOVT. OF INDIA)

Designation : ASI
Duration : 01 Jan 2006 to 31 Dec 2007
LOCATION : FHQ DELHI

JOB PROFILE

- Administrative coordination, Transport management.
- Implementing Security Orders, troop management.

Working experience with N.S.G.(NATIONAL SECURITY GUARD)

Designation : AC-III
Duration : 01 Jan 2000 to 31 Dec 2005
LOCATION : NEW DELHI

JOB PROFILE

- VVIP Security, Combat ready.
- Transport management, Troop management, Administrative coordination.

Worked as JUNIOR COMMISSIONED OFFICER with S.S.B. (GOVT. OF INDIA)

Organization : Sashastra Seema Bal (erstwhile Special Service Bureau)
Designation : J.C.O.
Duration : From 11 Dec 1995 to 31 Dec 1999

JOB PROFILE

- Worked for National Integration Programme while in Special Service Bureau.
- Visiting Rural Areas of India and motivate rural people for National Integrity.
- Implementing Security Orders, Administrative coordination, Transport management,
- Developing Intelligence sources in remote areas/Vigilance.
- Liaising with various Govt. departments.

PROFESSIONAL SNAPSHOT

- Presently working as Sr. Manager (Admin & Security) in Cadila Pharmaceuticals Ltd.
- An Ex Sub Inspector with 24+ yrs experience, Including Special Service Bureau, Deputation in SPG and NSG Elite forces of India.
- Proficient in handling any situation efficiently, organizing process strategies and building relationship with various groups.
- Professionally trained in various security automation system, Access control, CCTV, UVSS, Anti Sabotage Check, surveillance, Fire safety, VIP escorting, etc.
- Sound experience of Security & Administration as **Managerial post in corporate office and Manufacturing Plant.**

Achievements

- Achieved Special Police Duty Medal from MHA (Govt. Of India)
- Part of S.S.B. Bomb disposal group during South Asian Games 2016.
- Managed Frontier Hospital for Two years.

EDUCATION

- MBA (Healthcare Management) , MEWAR UNIVERSITY (2019-2020)
- BSC (from Siliguri College, North Bengal University 1993-1994)
- 12th passed from Kendria vidhyalaya Dhanbad in 1992
- 10th passed from Kendriya Vidhyalaya Dhanbad in 1990.

COMPUTER SKILLS

Six months course (MS DOS, Windows, MS Power point, MS Word, MS excel)

PROFFESIONAL SKILLS

- Bomb disposal course under National Bomb Data Centre, Manesar.
- Knowledge of firefighting & evacuation drill during emergency, Contingency arrangement.
- Vendor Management, Transport Management, Hygiene/Safety/Security
- Hospital Administration, Cross functional coordination, Facilities Management.
- Liaison & coordination, Team management
- Knowledge of English Shorthand (80 wpm) and Typing (35 wpm).

PERSONAL DETAILS

DATE OF BIRTH : 15th Jan 1975

GENDER : Male

MARITAL STATUS : Married

RELIGION : Buddhist

LANGUAGE KNOWN : English, Hindi, Nepali, Bengali, Gujarati.

PASSPORT : Yes.

WEAPON LICENCE : Yes.

HOBIES : Sports

Date:

Place:

(RAVI KUMAR LAMA)