**CURRICULAM VITAE**

**RITESH D. SHRIMALI (B Com)**

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**Career Objective**

* Seeking a senior level position in Support service an organization, i.e Industrial Security / Retail Security & Loss prevention Management / General Administration / HR with Leading organisation whose provides me opportunity for improvement and growth.

**Professional Synopsis**

* An astute and mission oriented professional with over 12 years of extensive and in depth experience in field of Security management across operation in Retail & Industrial Security.

**Experience:**

**01. Presently with JIO Mobile “Reliance JIO Infocom Ltd” as Area Loss prevention Manager – Security & Loss Prevention Dept.  (Since March 2018)**

Job Profile & Responsibilities:

To execute shrink control policies ensuring that the assets of the company are effectively monitored, tracked, and protected in such way that maximizes profit and minimizes shrinkages.

* Adept at handling to assist the superiors in SLP Function & other support function of recruitment, staff administration, security deployment and General Administration as well as commercial function (Billing of agency).
* Deftness in developing: Training and leading the SLP team & administrating company security programs for LPA against theft, vandalism, violence, shrink (loss & damage), fraud or any other threats against company or its employee.
* Proficient in General Administration, improving SLP systems and resolving all kind off SLP issue those are commonly encountered.
* Supervises and Co-ordinates the activities of LPA personnel to achieve desired results, implement the SLP procedures and Rules & regulation within the JIO Point, MJS, JC, DC, Network ware Houses.
* Security Automation System: responsible to provide support for the installation process and ensuring continuity of system functionality.
* People development: To ensure high level of execution and delivery of training to SLP as well as general staff on shrink management guideline, practice, and policies delivering.
* Audits & Report: To carry out routine check and audits as per checklist at various location & report Exceptions including strong follow up with concern.
* Personal relationship: responsible for Liasioning with Police & Local authorities.
* Ability: to demonstrate communication and leadership skills with effective problem solving.
* Motivation: to have more exposure in Admin & security profession.
* Earliest available date of joining would be at least three months.
* Willing ness to relocate ; (Presently in A’bad) “Yes”
* Lead Time to Join : Immediately (Maximum as per discuss)

**02. Worked with “TATA Motors Ltd” as a Security Officer - Protection & Intelligence Department, in plant security.  (Since 26th June 2012 to Feb 2018)**

Job Profile & Responsibilities:

* Administration of multiple securities (Agencies staff).
* Track performance of security Agencies and make payments accordingly based on SLA.
* Material management with Conduct material spot-checking.
* To support local issue including internal & external both.
* Access control of staff / contractors / Supplier & visitors.
* Traffic Management within the plant.
* Certify bill payments through SAP & KOFAX system.
* Prepare departmental MIS reports.

**03. Experience with “RELIANCE RETAIL LTD” as Associate – Store Operation – SLP Control room. {From December 2009 to June 2012}.**

Job Profile & Responsibilities:

* To support Drive SLP initiatives & policies across the assigned Area.
* To prevent, detect, and resolve all the incidents of shoplifting, transactional Fraud, internal / external malicious activities.
* Analyse, monitor, detect and investigate malicious discrepancies found in the cash, inventory, and financial transaction, exchanges, and reconciliation processes across all stores in assigned area.
* Effective deployment of the tools and strategies utilized for combating theft and fraud such as CCTV, DFMD’s, HHMD’s etc and monitoring of key items and assets.
* Track SLP incidents and ensure their timely closure.
* Act as a Communication hub during emergency/crisis situation and supports business continuity.
* Identify existing or potential risk exposures unique to the local environment and executing counter measures to the same.
* Administration of the security staff on outsourced rolls.
* Track performance of security Agencies.
* Support in recruitment, training of SLP staff.
* To monitor the Fire Alarm system (Honey well & Fire extinguishers) across all Marts / Stores.

**04. Worked with “Reliance Fresh Ltd” as Sr. Associate – Store Commercial Dept. {From October 2008 to August 2009}**

**Job Profile:**

* Handle a Store Account & Store Operation.
* Manage Store Cash, Sale Cash with Coupon of Sodexho and Accor. Manage Account with Back Office work like Operation activist: making GRN, GRDC, RTV, Store to store transfer, Goods inward and outward, Non returnable Gate pass with Returnable Out Gate Pass.
* Floor activities like Cashiering, Customer Service, Sales, Shining & Display with Self edge Label of Price and Promotion.

**05. Worked with “Reliance Retail Ltd” as Assistant Control Officer - State Control room on contract base with Team Lease Service Pvt. Ltd. {From; August 2007 to October 2008}.**

**Job Profile:**

* Direct Reporting to NHQ.
* Monitoring Site and reporting up line to down line.

**Computer Skills: -**

* Computer Knowledge like Microsoft Windows Operating System, Internet, Surfing etc.
* Attainted Certified Course of Financial Accounting System from ITI Sarkhej Center.

Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thanks & Regards

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Ritesh Shrimali)