



**Neha Singh**



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### Carrier Objective

To pursue a career with dynamism & challenge with an Institution to fully utilize my capabilities, experience, and enhance my skills. Thus, allowing myself to be a valuable instrument in an organization towards success and to succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self- development and help me achieve personal as well as organization goals.

### Professional Preface

Security professional having an experience of 2 Years and 8 Months of Working experience in all security domains – Asset protection, Risk assessment, Incident investigation, Access control, Security automation, Audits & Security checks, Emergency handling & Business continuity, Traffic Management, Management of security agencies, Training and skill development, Security administration, Management representative and governance.

### Professional Experience

- **Vedanta, Hindustan Zinc ltd. (Sindesar Khurd Mine)** 11.12.2020 – Till Date  
Have experience of underground mining and smelting industries.

### Education

**Mansarovar University**  
Masters of Commerce  
% - 74%

**Bhopal, India**  
2019 - 2021

**Barkatullah Vishwavidyalaya.**  
Bachelor of Commerce (With computer application)  
% - 64%

**Bhopal, India**  
2016 – 2019

**Holy Cross Sr. Sec. School**  
12<sup>th</sup> Grade with 80%

**Chhattisgarh, India**  
2016

**Dr. Ambedkar Hr. Sec. School**  
10<sup>th</sup> Grade with 83%

**Uttar Pradesh, India**  
2014

### Professional Certification

- 3 Months basic course in Corporate Security Management from Rashtriya Raksha University under MHA (Ministry of Home Affairs).
- 6 Days Course in Crime Intelligence, Investigation and Surveillance from Rashtriya Raksha University.
- 14 days training course in Emergency Response and Management by National Disaster Response Force.
- Certified for internal auditor in ISO 31000, 37301 (Risk and Compliance management) and ISO 9001 (Quality management)
- NCC “C” Certificate with A Grade from 4MP Boys Battalion Unit, Bhopal (2017-2020).

### Abilities

- Disciplined
- Time Management Skills
- Dedicative & Responsible
- Effective Communication & Presentation Skill
- Team Player

### Responsibilities at Vedanta

- ☐ Development of security infrastructure at site.
- ☐ Governance of site security control room and gadgets.
- ☐ Security and protection of asset at site.
- ☐ Conduct Security risk assessment and implementation of mitigation measures.
- ☐ Conducts Security audits, and security checks to ensure the reliability of security management system.
- ☐ Access control system -Men, Material and Vehicles.
- ☐ Investigation of security incidents.
- ☐ Management of Security agencies – Deployment, Training, and Compliance.
- ☐ Response management in handling emergencies and providing business continuity at site.
- ☐ Planning and Execution of automation projects at site and Periodic O&M for the security equipment's and other security gadgets.
- ☐ Training and deployment of outsource security staff & Diversity.
- ☐ Ensuring uptime of automation gadget at Sindesar Khurd Mines.

### Projects

- Security Infrastructure Improvement.
- Upskilling of Women Security Personnel and diversity inclusion.
- Maintained the CCTV & Automation Gadget Uptime from up to 95%.
- Reinforcement of Digital lock in concentrate movement and Biometric system for commercial driver.

### Achievements & Awards

- Recognized as HEROS of Rajpura Dariba for extraordinary contribution in crisis management by IBU CEO.
- Received an Achievement award for robust security setup.
- Kaizen reward for sustainable innovative improvement.
- Participated in state level republic day parade.
- Represented Bhopal group in NCC inter-group competition in cultural activity.

### Language Proficiency

- **Hindi, English:** Fluent Read, Write & Speak
- **Bhojpuri:** Speak

### Personal Dossier:

Date of Birth	09 Dec 1998
Marital Status	Unmarried
Father's Name	Mr. Ramanand Singh
Hobbies	Cooking, Listening to Music, Singing, Playing Badminton
Present Address	Rajpura Dariba Complex, Dariba - Rajsamand, Udaipur Rajasthan 313211.
Permanent Address	14 Nainagiri Durgesh Vihar Bhopal Madhya Pradesh – 462023, Near Kwaliti Minal Gate 1.

### Declaration

I do hereby declare that all the above information given by me is true and correct to best of my knowledge.

Date: 24.08.2023

Yours Sincerely

Place: Udaipur

Neha Singh