

## **Lalit Sharma**

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**~ Senior Management Professional ~**

***Operations ~Recovery~ Collections~ Security ~ Administration ~ Facilities***

### **Professional Synopsis**

- A competent professional with **over 24+ years** of rich experience in Recovery, Collections, Sales, Security, Facility, Backend Support, Transportation, Manpower planning, Recruitment, Training and development.
- Presently associated with **GI Services pvt ltd as GM Credit Control and Operations**
- As a Regional Director I am handling all branches, PAN India. Overall responsible for Client relations & all operational activities related to Guarding and Facility Services.
- In Fireball as a General Manager (Credit Control & Corporate Affairs) I had handled all branches, PAN India. Overall responsible for Client relations & all operational activities related to Guarding and Facility Services.  
Handling more than 4000 blue collar & 60 white collar staff in entire region with more than 80 different Clients including Banking, Embassies & Corporate. working knowledge of procurement and contracts - sound knowledge of health, safety and environmental regulations - experience in construction, maintenance and all facets of facility operation - communication skills - project planning and organizational skills - negotiation skills - problem analysis - decision-maker - customer service oriented - adaptability - team work - obtain quotes and tenders from multiple vendors and suppliers - calculate and compare costs for goods and services to maximize cost-effectiveness - negotiate contracts to optimize delivery and cost saving - coordinate and monitor activities of contract suppliers - manage contractor and vendor relationships - manage and review service contracts to ensure facility management needs are being met - ensure delivery schedules, quantity and quality criteria are met - check completed work by contractors and vendor - verify payment and invoicing match contract pricing - plan and monitor appropriate facility management staffing levels - ensure efficient utilization of facility maintenance staff.
- Responsible for all Security functions of allocations employing about 4000 manpower engaged through various clients as the work may vary from schedule to schedules depending on the need of OEMs. Responsible for Office administration, security, welfare with clients on regular basis. Vigilance in terms of IR. Responsible for recruit and manage regular employees and hence the focus of manpower, inspire the manpower for healthy work, monitor manpower plans effectively and coordinate with respective clients.

**>Handling hard & soft collection, following up of payments**

**> Pan India billing upon services rendered through Company**

**> Heading Quality check and Grievances Department**

**> Employee Background complete Verification**

- Working in various capacities i.e. Safety & Security, access control & CCTV, personnel movement, their discipline, promotions, leave, manpower planning, material availability, records/files, disbursing of monthly pay & allowances, office purchase, personal observation, assessment, Liaison with various Govt. and non-Govt. departments like ESI, PF, Factory act, Telephone, Electricity, Water, Banks and Purchase etc.
- Experience in Liaison with various Govt. and non-Govt. departments like ESI, PF, and Factory act, Telephone, Electricity, Water, Banks and Local Purchase etc. Knowledge of overall discipline in Security arrangements, Housekeeping, building maintenance, Vehicles repairs & other management.

- Manage administrative activities related to daily operations activities of the organization pertaining to Asset management and Service management
- Manage procurement/purchase activities for the facility management including Pantry and Housekeeping.
- Logistic & Liaisoning coordination support to the Supply chain team, pertaining to inbound and outbound movements
- Coordination with Inventory department for general operational activities and system regularization.

Presently working with **GI Services Pvt Ltd.** from 10 October 2022.

#### **Growth Path & Previous Work Profiles:**

##### **Employment Scan**

###### **EMPLOYMENT DETAILS**

<b>ORGANISATION</b>	: <b>Tiger 4 India Ltd</b>
<b>JOBTITLE</b>	: Branch Head (Dehradun)
<b>DURATION</b>	: From 25 September 2021 to 30 September 2022

###### **EMPLOYMENT DETAILS**

<b>ORGANISATION</b>	: <b>VIP Management Services Pvt. Ltd.</b>
<b>JOBTITLE</b>	: Regional Director
<b>DURATION</b>	: From December, 2018 to 1 September 2021

###### **EMPLOYMENT DETAILS**

<b>ORGANISATION</b>	: <b>Fireball Securitas &amp; Consultants Pvt Ltd</b>
<b>JOBTITLE</b>	: General Manager (Credit Control & Corporate Affairs)
<b>DURATION</b>	: From December, 2012 to 12 <sup>th</sup> November 2018

###### **EMPLOYMENT DETAILS**

<b>ORGANISATION</b>	: <b>Global India</b>
<b>JOBTITLE</b>	(A Collection Agency of Citi Bank)
<b>DURATION</b>	: Collection Manager

###### **EMPLOYMENT DETAILS**

<b>ORGANISATION</b>	: <b>Edurite Technologies Pvt Ltd</b>
<b>JOBTITLE</b>	(Leading educational content provider and software development company)
<b>DURATION</b>	: Asst. Mktg. Manager -North

###### **EMPLOYMENT DETAILS**

<b>ORGANISATION</b>	: <b>Aryan Enterprises</b>
<b>JOBTITLE</b>	(A Collection Agency of city finance & Airtel)
<b>DURATION</b>	: Collection Manager

## **Education**

- Graduated in Commerce from Delhi University in the year 1997

## **ITForte**

- Well versed with: Windows, MS- Office (Excel, Word, PPT and Access to Internet etc.

## **Personal Dossier**

- Father's name: Late. Sh. C.B Sharma  
➤ Marital Status: Married  
➤ Date of Birth :14/12/1976  
➤ Language Proficiency: Hindi, English & Punjabi  
➤ Address: DG-1/58D Vikas Puri New Delhi-110018  
➤ Nationality: Indian

## **ADDITIONAL INFORMATION**

<b>Career Objective</b>	To work for a Professional Company which offers challenge and growth opportunities. <ul style="list-style-type: none"><li>• To contribute my best for the optimum benefits to the firm Attached.</li></ul>
<b>Reason for Change</b>	Better/Congenial working environment. Growth opportunities
<b>Hobbies</b>	Listening to music and interacting with people
<b>Strengths</b>	Very energetic, Confident, Sincere & Hard Working, Innovative and Result Oriented. Excellent inter-personal Skill/communication.