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Vinay Narain Singh

 +91-9412997851 wns31@ymail.com

PROFESSIONAL SUMMARY

In the current role as DGM at CSMIA, Mumbai. I am entrusted with operations, personnel management, program management, vendor management, implementing security automation, law enforcement coordination at CSMIA. I am adept at training and leading teams in diverse environments. Experienced in comprehensive security solutions and operations. Detail-oriented Ex-Army Officer with 10+ years of experience in the Indian Army.

SKILLS

- Operational Planning & Execution
- Risk Analysis and Mitigation
- Time Management and Task Prioritization
- Physical Security ensuring Business Continuity
- Problem and Conflict Resolution
- Crises Management & Emergency Response
- Contract and Vendor Management
- Security Awareness, Administration and Management
- Analytical and Critical Thinking
- Budgeting and Strategic Planning of resources
- Teamwork and Collaboration
- Procurement and Contract management
- Training and Up-skilling team
- Audits and Compliance
- Enabling the business growth

WORK HISTORY

DEPUTY GENERAL MANAGER

04/2024 to till

CSMIA, Mumbai

- Responsible for operations and security management at Chatrapati Shivaji Maharaj International Airport, CSMIA Mumbai.
- Leading teams during bomb threats, ensuring compliance and PAX convenience.
- Preparation of crucial documents such as SLA based contracts, SOPs, technical evaluation reports, RCA of incidents, critical evaluation reports, and security analysis.
- Hiring and training of operations team for seamless operations.
- Team motivation, role planning and skill development & enhancement.
- Collaboration with Learning and Development team for training of operations staff.
- Management of concessioners and vendors to include FnB, retail, services & maintenance and private security agencies.
- Coordination with Mumbai Police, CISF (ASG) and training of traffic wardens for smooth operations at CSMIA, Mumbai.
- Additionally responsible for leading automation and projects team to ensure timely project completion and meeting deadlines.



MAJOR

04/2013 to 03/2024

Indian Army

- Responsible for Security management, administrative requirements, maintaining records and submitting operational reports.
- Organized operational small arms firing exercises.
- Played important role in several training exercises with foreign armies.
- Ensuring physical and information security while coordinating activities of more than 1500 personnel to support operations.
- Carried out security and risk assessment for 800 Acre garrison by reviewing the threat assessment & carrying out planning, procurement and installation of security equipment.
- Responsible for contract negotiations while ensuring smooth coordination, and timely delivery of supplies and services.
- Provided leadership and direction in human resource management, Including recruitment, training, performance appraisal, and redressal of grievance.
- Development and implementation of policies and procedures to foster a positive work environment, employee welfare, and adherence to organizational standards.

TEACHER/MENTOR

09/2009 to 10/2012

NGO (Purkal Youth Development Society Dehradun)

- Ability to clearly present and explain education material to students,
- Classroom management skills, ensuring a positive learning environment for everyone,
- Planning and conducting field trips and skill learning workshops,
- Patience and empathy for student concerns.

Quality Assurance and Sales

12/2012 to 03/2013

Rishikon Solutions

- Ensuring customer satisfaction and follow ups,
- Boosting sales by enhancing product trust,
- Created and published daily, weekly and monthly reports using excel to reflect on team KPIs,
- Collated customer feedbacks and developed SOPs for better experience.

EDUCATION	AVSEC Induction and AVSEC Basic course	2024
	Masters of Business Administration, IGNOU	2023-till
	Para Basic Course, PTS SFF	2021
	Junior Command Course, War College MHOW	2021
	Regimental Signal Office Course, MCTE MHOW	2020
	Command Nuclear Biological Chemical Warfare Course NBC School, Meerut	2018
	Quarter Master Officers Course College of Materials Management, Jabalpur	2018
	PG diploma Defense Management and Strategic Studies University of Madras	2014
	Bachelor of Computer Applications Computer Application IME PG College	2009