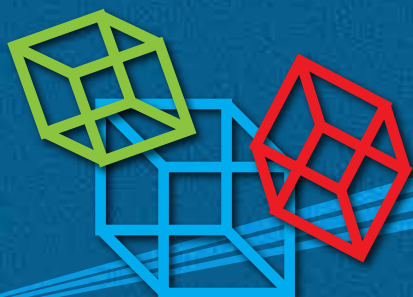


DEEPAK CHADHA

Curriculum Vitae





+91.9999465071

DEEPAK CHADHA



Aspiring for a challenging assignment in General Administration, Security and Safety.



chadhadeepak71@gmail.com



3157, Sector 23
Gurgaon 122017
Haryana State

Total Experience:-

30+ years

Personal Summary:-

Having a broad knowledge of organizing, managing and supporting the day to day activities required for running an organization. Flexible with strong team-working skills, able to work individually or as part of a group. Excellent organizational skills gained through all-round administrative experience, now looking for an opportunity for personal development and career progression with a reputable organization.

Key Competencies & Skills:-

- ▶ Quality Assurance
- ▶ Course Administration
- ▶ Academic Administration
- ▶ Good Communicator
- ▶ Planning & Execution
- ▶ IT Skills
- ▶ Customer Service
- ▶ Various Reports Generation
- ▶ Negotiation
- ▶ Supervision
- ▶ Maintenance
- ▶ Staff Development

Professional Synopsis

An astute & result oriented professional with around 3 decades of diverse experience in Security & General Administration spent across Engineering, Real Estate companies, Hospitality, Education and consultancy organizations.

Core Competencies

General Administration

- ▶ **Vendor Development** - selection, performance appraisal, payments, grievances etc.
- ▶ **Security, Safety & Compliances** – Designing and supervision of security and safety procedures including CCTV Surveillance Systems, Security Guards, Public Address Systems etc.
- ▶ **Outdoor events** – Design, control and supervision
- ▶ **Display Boards/ Signages Inside Classes And Outdoors** to ensure that all display boards are properly done
- ▶ **Equipment Purchase And Maintenance** – Materials procurement, Vendors Selection, Performance reports etc.
- ▶ **Attendance Management**
- ▶ **Training & Attendance**

Security Management

- ▶ Security planning and design
- ▶ Security Incident management
- ▶ Security Policy creation and implementation
- ▶ Events security
- ▶ Security Incident Investigations
- ▶ Contracted Security Management
- ▶ Conducting Risk Assessments

- ▶ Employee security awareness
- ▶ Liaison with law enforcement/ Civic bodies
- ▶ Operation and maintenance of Electronic Security Equipment
- ▶ Loss prevention
- ▶ Regulatory compliance applicable to security function.
- ▶ Budgeting
- ▶ Security Training
- ▶ Background verifications
- ▶ Access control
- ▶ Emergency response and evacuation planning

Fire Safety

- ▶ Creating fire prevention planning
- ▶ Operation and maintenance of fire prevention systems
- ▶ Fire safety audits and inspection
- ▶ Liaison with fire services departments
- ▶ Fire and evacuation drills
- ▶ Training of fire warden, first respondents, safety officials, employees, residents etc.
- ▶ Compliance of Building Fire Code

Career Highlights

Apr 21 - Till Date, With Sri Ma Montessri Gurgaon as Admin Officer

Formal School with Head Office in Mumbai. They have many schools in India. I am handling administration for the Gurgaon branch

Mar 11 - Nov 20, With Sutra Communication, as Manager Operations

Sutra Communication is a solutions provider in security systems & automation systems serving clients like ITC Group Hotels, Siemens, JK Lakshmi, Bird Group, EuroKids School etc.

Dec 09 - Feb 11, With Ashiana Housing Ltd, As Manager (Security) India

Ashiana Housing Ltd. has diversified business in Hotels, Real Estate, Construction, Shopping Malls, High Rise Buildings, Integrated Townships, Facilities Management and also some special projects.

Feb 94 - Dec 09, With Sky High Construction. As Manager – Security & Administration

An Engineering, Construction, Real Estate, Consultancy company head quartered at Lucknow and having offices and commercial complexes in Uttar Pradesh and New Delhi.

Educational Credentials

2009	Security Professional Certificate, IISSM New Delhi
1996	B.Com from CCS University
1993	Advanced Diploma in Computer Hardware Maintenance, ET&T Corporation, A Government of India Enterprise

IT Skills

Excellent analytical skills including Office Automation & Internet Applications & much more

Bio - Data

Date of Birth	-	31 st August, 1971
Height	-	184 cms
Marital Status	-	Married

References and other information furnished on request

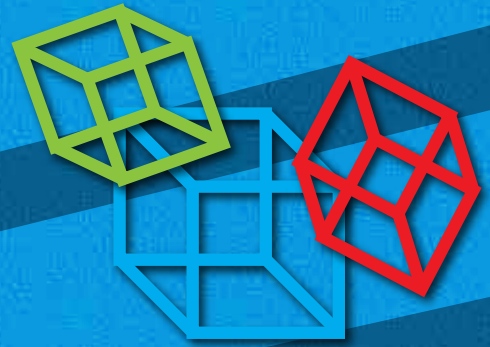
DECLARATION

I hereby declare that all the particulars stated in this document are true to best of my knowledge and documentary evidence may be presented on request.

Deepak Chadha

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Mobile: +91.9999465071



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Curriculum Vitae



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