***RESUME***

**PERSONAL DETAILS**

**Name**  **Vinayak A Bartakke**

**Date of Birth** **13-02-1971**

**Sex**  **Male**

**Marital Status** **Married**

Nationality: Indian

Marital Status: Married

Languages Known: Hindi ,English, Marathi, Gujrathi & Telgu

Contact Details: **Mob - 07303131889**

[**vinayakbartakke@yahoo.com**](mailto:vinayakbartakke@yahoo.com)

**EDUCATIONAL QUALIFICATION**

Graduate

Graduation Certificate issued by Indian Navy Letter No. 15012/8/82 ESTT (D)DT. 12th Feb, 1986 Gazette of India No. 9 DT. 01/03/1983.

**PROFESSIONAL QUALIFICATION**

1. **Diploma in** Security & Safety Management from National Institute of Management . (Govt. Registration No. 559/96-97) Bangalore. (**DIS**),**NISM, Bangalore.**

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| **1. PSSR** (Personal Safety & Social Responsibility) | **2. PST** (Personal Survival Techniques) |
| **3. FPFF** (Fire Prevention & Fire Fighting) | **4. EFA** (Elementary First Aid) |
| **5. CMAT** (Crowd Management Appropriate Training)  All Courses approved by Naval Maritime Academy DGR, Mumbai , Ministry of Surface Transport, Govt. of India | **6. PAIE** (Passenger Assistance in case of Emergency |

**PROFESSIONAL EXPERIENCE**

**Organization: SHIFUJIS ADVANCE SECURTY SOLUTIONS 9.**

**JOB TITLE- Sr. Manager (Vigilance & customer care)**

**Duration :** WorkingFrom 01 Aug.2017 .

**Responsibilities**: To ensure sales & operational requirements, staff and client complaints are resolved. Ensure smooth service to the Clients of the company by ensuring proper deployment of security staff of security staff, vigilance functions as per the needs of the company. Attending security, safety issues, ensuring proper manpower planning, responsible for Resource Planning, implementing & Optimization; Conduct & Monitoring of security Operations. Well experienced, training, vigilance function, handling transport and facility services as per the needs of the clients. Attending to customer complaints, ensuring proper manpower planning, responsible for Business Development, Resource Planning, implementing & Optimization, Conduct & Monitoring of Operations & survey. Well experienced in recruitment and training of security staff.Implementation of Operational Directives, Security Procedures, and controls.

**Organization : Credit Suisse Bank.**

**Job Title : Sr. Security Officer**

**Duration:** From 01 May 2013 to 20 July 2017

**Responsibilities:** Job involves security reviews, risk assessment, security audits, investigations , security management and liasoning with police and other government authorities, event managements, Vendor management and settlement in case of IR related problems and supervising Electronic data security.

**Organization: New India Security Agency (NISA)**

**Job Title:**  **D.G.M (PAN INDIA)**

**Duration:** From 13 Feb2012 to April 2013

**Responsibilities:** Ensure smooth security operations of the company by ensuring Proper deployment of security staff. Well experienced for implementation of Operational Directives, Security Procedures, and security Controls. Job involves security reviews, risk assessment, security audits, and security management. Managing end to end security operations from designing policies/guidelines, Initiatives & Measures, Handling security contracts, including commercial negotiations & formulation of SLA’s.

**Organization: G4S Security Services (India) Pvt. Ltd.**

**Job Title:**  **Branch Manager.( Konkan Region)**

**Duration:** From Jun 2010 to 12 Feb 2012

**Responsibilities:** To ensure Sales & operational requirements, staff and client complaints are resolved. Ensure smooth service to the Clients of the company by ensuring proper deployment of security staff of security staff, vigilance functions as per the needs of the company. Update collections MTD/YTD.

**Organization: Boparai Martial Security Pvt.Ltd.**

**JOB TITLE- Branch Manager (Navi Mumbai)**

**Duration:** From March 2008 to May 2010

**Responsibilities**: To ensure sales & operational requirements, staff and client complaints are resolved. Ensure smooth service to the Clients of the company by ensuring proper deployment of security staff of security staff, vigilance functions as per the needs of the company. Attending security, safety issues, ensuring proper manpower planning, responsible for Resource Planning, implementing & Optimization; Conduct & Monitoring of security Operations. Attending to customer complaints, ensuring proper manpower planning, responsible for Business Development, Resource Planning, implementing & Optimization, Conduct & Monitoring of Operations & survey. Well experienced in recruitment and training of security staff.

**Organization: M/S. Raja builders & constructions pvt.ltd.**

**Duration:** From Dec.2004 till Feb.2008

**Job Title:**  **Chief Security Officer.**

**Responsibilities:** Ensure smooth security & administration operations of the company.

Proper deployment of security staff, vigilance function, Vendor management, handling transport (fleet management) and facility services. Crisis & Disaster Management. Relationship management with Police, Fire Services & Civil Administration authorities.

**Organization: INDIAN NAVY.(DEFENCE)**

**Duration:** From 04th August 1989 till 31st October 2004

**Job Title:**  **Petty Officer**

**Responsibilities:** Supervising the maintenanceof naval patrolling &destroyer ships. Also ensuring adequate Security on port / ship, airport security, civil defense, security of buildings and structural Security to prevent it from theft, sabotage and fire. Handling of small arms (Automatic weapon and Rifle, 9mm Carbine, Light machine Gun etc.) Trained in Fire Fighting, Fire Drills, Safety and Security. Well trained to command and guard on duty, training and development of subordinates and maintaining good human relations between subordinates and superiors.

**Expert skills.**

**OPERATIONS**

Strive to understand customers needs and deliver the right/customized solutions

Conduct all surveys and client requested security audits

Conduct security audits of large assignments periodically

Ensure proper deployment of Guards

Proper start up of new assignments

Provide desired support for conducting special events

Ensure proper supervision, patrolling, day & night checks as per requirements

Forecasting, procurement and distribution of uniforms and office equipment under clearance from regional/ zonal office

Implement laid down quality parameters under the guidance of the regional/ zonal office, and ensure high quality service delivery in accordance with contractual obligations

Build effective customer relationships, ensure customer satisfaction and consequently promote companies image and brand name

Maintain consistent, complaint free, high quality service levels

**COMMERCIAL AND FINANCE**

Achieve financial targets of the organization including collections and price increase

Continuous tracking of ABC analysis of clients and respond as per laid down policies

Monitor and control overhead expenditure of the branchs.

Ensure proper maintenance of accounts of the branch

Financial budgeting and audit of all branches in the Region

Ensure timely and accurate submission of monthly MIS to the region

Collections

Receivables analysis

Initiation of cancellation of non paying clients

Recommendation for approval of bills of staff reporting to him Reconciliation of man hours, paid vs. bills

**Total Exp-25 yrs.**

I do hereby solemnly declare that above statements are correct and true to the best of my knowledge.

[Vinayak. Bartakke]