**Yogendra Pal Sharma**

**1904, Wing-16, Lodha Amara,**

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Career Objective:

To work sincerely, creatively & promote myself to higher level of knowledge & experience while contributing to the advancement of the organization. Seek to prove my worth in a professional environment where performance & competence is appreciated.

Key Skills

* An experienced individual who is highly motivated and flexible.
* Able to work effectively under pressure.
* A Motivator and Team Player.
* Adequate knowledge of Access Control Management.
* Adept in Vigilance & Anti-Corruption.
* Have excellent interpersonal skill.
* Can take new challenges effectively.

**Current Employment** – **Manager, Discipline & Compliance**, Bombay Jewellery Manufacturers since 23 Sep 17. The profile includes-

* Managing overall security function for all locations.
* Compliance – as per Social Audit / RJC.
* Overall Housekeeping, Maintenance and Vehicle management.
* SOP Development, Implementation and maintenance procedures.
* Training teams in communication, teamwork and execution.

**Manager**, **Administration & Liaisoning**, Richfeel Health & Beauty Pvt Ltd, Feb 2016 – Sep 2017. The job profile includes but was not limited to:-

* Operational audits of Richfeel Hairforever & Clinics.
* To report to Management timely about the audits.
* To ensure Implementation of CRM Policies.
* To oversee opening of new OT is as per SOP or not.
* Admin, Infra and Maintenance issues.

**Professional Experience:**

Served in Indian Air Force as Senior Non Commissioned Officer from 1st Feb 1996 to 31st Jan 2016 and retired on completion of 20 Years of service to the nation. As an **Air Force Police**, I was responsible for Security Co-ordination, which included:-

* Physical Security of Air base.
* Deployment of security & allocation of duties.
* Vigilance & Anti-Corruption duties.
* Investigation and detection of crimes.
* Crowd Management.
* House Keeping & Traffic management.
* Training of Emergency Response Team.
* Handling of DFMD, HHMD, Communication system, CCTV & Emergency Alert system.
* Handling of Portable Fire Extinguisher, Fire Hydrant, Smoke Detector, Heat Detector.
* Liaison with Govt and Intelligence agencies.
* Training of Quick Reaction Team.
* Inventory management, expenses and AMC of Security equipments.

**Academic Qualifications:**

* LL.B (3 yrs), VPMs TMC law College, Thane (2015)
* M.A. (Sociology) Govt College Amla, Barkatullah University, Bhopal (2010)
* B.A. Govt College Amla, Barkatullah University, Bhopal (2008)
* H.S.C Atomic Energy Junior College, Mumbai (1995)
* S.S.C Atomic Energy Central School, Mumbai (1993)

**Computer Skills:**

* Computer savvy with MS-Office (MS-Word, MS-Excel, MS-PowerPoint, Internet etc.) and basic hardware and networking.
* Conversant with Integrated Materials Management Online System(IMMOLS)

**Professional courses:**

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| Sl No. | COURSE | INSTITUTE/ ACADEMY/PLACE | YEAR |
| 01 | Police Certificate | Provost Marshal(Air), Air HQs Vayu Bhavan | 1996-97 |
| 02 | Provost & Security Course | Air Force Intelligence School, Pune | 2005 |
| 03 | Adventure Management Programme | National Adventure Foundation, Nagpur Chapter | 2006 |
| 04 | Psychological Counselor: Mentor Course | 92 Base Hospital, Srinagar | 2010 |
| 05 | Basic computer hardware and Networking | DOEACC, Srinagar | 2011 |
| 06 | Forensic Science & Cyber Crime | Gujarat Forensic Science University, Gandhinagar | 2012 |
| 07 | Security & Vigilance Seminar | Provost Marshal(Air), Air HQs Vayu Bhavan | 2012 |
| 08 | Installation Security, Intrusion Detection Sys & IED | National Industrial Security Academy, CISF, Hyderabad | 2014 |
| 09 | Diploma in Fire and Industrial safety | Royal institute of Fire & Safety, Thane | 2015 |
| 10 | DOEACC “O” level Computer course | Creative Computers, Thane | 2015-16 |

**Achievements:**

* Rated Exceptional in skill level from 2012 to 2016 in Indian Air Force.
* Appreciation by Station Commander, Air Force Station Thane (2012).

Personal Details

Nationality : Indian

Gender : Male

Marital Status : Married

Languages Known : English, Hindi

Reference:

1. On request

2.

Date: Sep 2020 (Yogendra Pal Sharma)