CURRICULUM VITAE

## Rajendra Singh

House-13/2 Room-5 Near –State bank Sohna raod Badshahpur Gurugram-122101

Mobile No – 9971215328, Email ID – r.singh\_ramola@yahoo.com.

# **OBJECTIVES:**

* A responsible middle level entry in to an organization of repute, caring for job satisfaction and ample opportunity for long term growth and want to win everything, which I desire & deserve.
* An opportunity to learn & contribute to the objectives of organization with the best of my abilities.

# **Education qualifications:**

* Passed High School education from U.P. Board Allahabad.
* Passed Intermediate from U.P Board Allahabad.
* Graduation.

# **WORK EXPERIENCE:-**

* Presently working as S/Sup in AIG Candor tower no-3 , Subhash chowk Gurugram Haryana Thought APS Security march2020 to till date
* working as CCTV Operator in Netrika consultant India Pvt ltd.through Udaan Express India Pvt ltd.badshapur Gurgaon HR. 01-Aug-2019 to 2020 march
* Past CompanySecurity Officer through Peregrine. In Convergys India Sevices.Unitech Cyber Park Jan-2017
* Worked G4s, Security Inspector Through. In “EY” India Pvt.Ltd.Cyber Green Dlf Ph-III,April 2017 to Dec-2017
* Worked G4sSecurity Officerthrough. In Yahoo India .B.No – 8 Tower – “C”14thFloor Dlfph. – II, 15TH Jan 2012, to April 2017
* Worked as a Security Inspector in( I B M DAKSH) B.No – 8 Tower – B 4TH floor.Dlf – Ph – II, Sep 2006 to Jan – 2012,
* Worked as a G4s Security Supervisor in British Airways Plaza Tower Dlf Ph. – I, Aug - 2000 to Aug – 2006,
* Worked as a Store Keepers, Alpha Labels ( India) Pvt. Ltd Bhiwadi,one Year, six month,1999 last,

**Training of G4s: - 1-** Guarding SkillsBasic knowledge of fire. & Use of fire extinguishers, 2001 Mohamed pur Delhi,

2-Bomb threat 2003, G4s TrainingSchool, MahipalpurDelhi

3- I R W (Investigation & writing report) 2005.TrainingSchool, MahipalpurDelhi.

4 - Assignment supervision and management up grad version, 21st .to 26th - Aug – 2006,TrainingSchool, MahipalpurDelhi.

5 -Function of Supervision,TrainingSchool, MahipalpurDelhi

6 - Emergency Processor, 20-sep – 2010,Training School, MahipalpurDelhi  
**Training of Assignments**: - IBM Daksh B.No 8 Tower - “B” FirstAid Training.

1 – Setup

2 – Assess Responsiveness

3 - Symphony Teleca,Dealing with People/Fire Prevention& Control/Use of Fire Extinguisher

# **JOB PROFILE:-**

* Calling the clients for the offered services
* Replying the Clients through emails regarding their queries.
* Handling Security Main power and provide Roster.
* Tracking and Material Movement.
* Incident and Accident Report Head Office and Corporate Security office.
* Follow – up, action, closer of incident/Tickets.
* KeyManagement.
* Knowledge of Security System CAS, FAS.CCTV, PAsystem (GE System).
* Fire Fighting.
* Trained for Emergency Situation Handling under ERP
* Handling Telephone Communication.
* Handling Contractor Main Power.
* Handling Company Employee, Security Staff&Housekeeping Staff Attendance Main tends Computer.

**Office Executive: -**

* Handling for Front office
* Handling for House Keeping,
* Required Stationary issue proper records reports,
* Handling Keys issue maintends Proper Register& Computer.
* Handling Out Sours Vendor Company Maintained Office Setup.

**KEY TECHNICAL & COMPUTER SKILLS:**

* Operating Systems: Microsoft Windows, Excel, DOS
* Basic Knowledge of computers, Taking care of outlook expresses 6.0 & Ms. Office, Internet.
* Procurement of GRN & VMS DLL Login Internet.

# KEY SKILLS:-

* Communicate with people well.
* Ability to work according to the group.
* Enthusiasm & Commitment to learn more.

# **PERSONAL PROFILE:-**

**Name Rajendra Singh**

Father’s Name Late of Sh.Meharwan Singh

Village Dharkot P.O – Ghandiyal.

Distt – Chamoli Garhwal (U.K)

Tehshil – Karanpryag Pin Code – 246444

Date of Birth 16 – Sep – 1969

Interests Table Tannish, Swimming, Making Cards.

Languages Known Hindi, English

Marital status Married.

Religion Hindu

Nationality Indian

I hereby declare that all the information provided here is correct to the best of my knowledge.

Place – Gurugram

Date -

(Rajender Singh)