



**COMMANDANT SAROJ KUMAR SAHU CPP, FMP, NIIMS, ICS, OHS & ENV, MBA, MHR, EIA**

**Senior Management Professional (29+ Yrs Exp)**

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#### ◀ PERSONAL PROFILE ▶

- » Highly skilled Administration, Security & Facility Management professional with proven track record in Administration, liaison & security related success.
- » Professional expertise in Business Continuity Planning, Human Resource Management, Training & Strategic planning to achieve Operational Excellence.
- » Acknowledged for exceptional performance in OHS, Risk & Environment Management, Continuous Process Improvements, Change Management & facilitation of multiple projects while ensuring statutory compliances.
- » Demonstrated strength in developing & managing diverse teams from different culture, ethnicity, educational background to achieve higher organizational goals.
- » Track record of successfully negotiating, concluding service & operations contracts.
- » Excellent communication & negotiation skills resulting in productive relationships with internal staff, business partners, customers, civil administration & local community.

#### ◀ SKILLS ▶

- General Administration
- Corporate Affairs & Liaison
- Security & Vigilance
- Incident Investigation
- Facility Management
- OHS & Environment
- Vendor Management
- Business Continuity Planning
- Risk & Crisis Management
- Intelligence & law enforcement
- Training & Coordination
- Disaster Management
- Change Management

#### ◀ OBJECTIVE STATEMENT ▶

- » A dynamic leader with a proven track record across industries having led multiple diverse teams in various geographies. Regarded as a transformational leader in Administration, Security, Corporate Services, Corporate Affairs, Occupational Health Safety & Environment with over 29 years proven track record in Strategic Planning, Risk, Crisis & Change Management, Business Continuity Planning. Looking for challenging Assignments in General Administration, Corporate Affairs & Security Management.

#### ◀ CAREER PROFILE ▶

**Head Administration, Corporate Services & Liaison Adani Ports & SEZ Limited 01 Apr 2015 – To-date.**

- » Conducted successful public hearing for Phase- II expansion plan of the port which was held in abeyance for over two years, thus causing project disruption.
- » Extensively liaised with civil administration and local political leaders of 74+ villages across 05 legislative constituencies to effectively manage various compliance requirements of the port.
- » The Corporate Services responsibility necessitated in providing services in 3600 Acres of project area with 8000+ foot fall/day. This required extensive contracts with multiple vendors with a budget of 30+ crores annually.
- » Liaised with various stake holders to maintain trouble free operations in 62 Km non governmental rail corridor with five railway stations including Dhamra Terminating Yard.
- » Planned & developed various facilities in the Port to enhance employee satisfaction, engagement and ensure dignity of labour.
- » Designed & implemented the disaster management plan of Dhamra Port. As head of the disaster management of port coordinated with State Govt. & District Officials for effective disaster mitigation.
- » Integrated all support services like PR, CSR, Corporate Communication, Environment, Horticulture, Facility Management, Security and Estate Management for efficient and effective functioning as well as delivery as per the annual business plan.
- » Planning of Annual budget for Administration department & implemented measures for optimum utilization of resources.

- » Implemented various technological interventions, trained staff & adopted cost saving measures for reduction of manpower in corporate service functions & reduction in recurring Admin cost.
- » Administrative strategies and formulation of administrative SOPs.
- » Instrumental in ensuring discipline, transparency in the organization, acted as strong pillar and support to the CEO for smooth & uninterrupted business operations.
- » Coordinating with all business partners & ensured timely compliance with statutory requirements to minimize admin related concerns.
- » Providing venues and support for efficient conduct of various events, activities & coordination of important visits.
- » Ensuring smooth running of canteens, guest houses, availability of potable drinking water for employees and workers. Compliance with statutory requirements.
- » Optimization of transport facilities for efficient operation of port and instituted measures for optimization of cost of hiring.
- » Analysis of various administrative expenses with aim to optimize expenditure without affecting quality.
- » Coordination with contractors, vendors & business partners for ensuring proper compliance to Service Level of Agreements (SLAs) & strict adherence to safety norms.
- » Oversee all aspects of the physical facilities including budget management, repair, maintenance, replacement, renovation work , safety of buildings & port infrastructures.
- » Prepared annual operations and capital budgets plans for Admin department & ensured its optimum utilization to improve quality of life of people at site.
- » Proactively implemented Behaviour Based Safety mechanism & Safety Interaction programs in the port.
- » Adopted various measures for a plastic free environment, conservation of electricity & water.
- » Conducted energy consumption audits of various facilities & developed awareness among employees for energy conservation.

#### **Head Security & Vigilance in Bhusan Power & Steel Limited, Sambalpur (04 Sep 2013 – 30 Mar 2015)**

- » Instrumental in ensuring a congenial work environment by effective liaising with local Administration, Political & Tribal leaders, Project Displaced Families to meet all statutory compliances and regulatory issues of the plant.
- » Achieved 80% reduction in theft cases and 70% reduction in strikes/ IR issues during my tenure through technological intervention, proactive liaising & training of the work force.
- » Developed system for information gathering, intelligence network with respect to impending IR and other security related issues.
- » Acted as a facilitator for all areas of concern as the company management representative between employees , major stake holders & project displaced families (PDFs).

- » Monitored facilities of labour camps, company guest houses & ensured optimum level of satisfaction.
- » Monitored functioning of company run messes, providing various facilities to the employees as per provisions of the BOCW and Shops and Establishment Act 1996.
- » Responsible for Safety & Security of 2200+ Acres of plant area with 21000+ foot fall per day.
- » Provided Security coverage to Jamkhani Mines , Company accommodations and PDF colony.
- » Further, lead a team which designed & installed the entire security automation and surveillance project for the entire Plant. This included creation of state of art operation and response centre integrated with access control & security surveillance systems.

### **Indian Coast Guard, Senior Commandant (Various Command Roles, HR, Administration, Security, Law enforcement , Safety & Operational Roles Across Geographies) (22+ Yrs)**

- » Planned, coordinated & conducted a number of in Maritime Reconnaissance Operations, Coastal Security Operations, Pollution Response Operations, Search & Rescue, Anti-piracy & Anti-poaching missions & Medical Evacuation operations.
- » Planned all operational tasks diligently to ensure incident & accident free Operations with optimal utilization of available manpower, & resources by adopting Standard Operating Procedures(SOPs).
- » As the CEO of maritime states & operational units ensured national security, operational efficiency, statutory compliances, grievance redressal mechanism, welfare of people under command besides meeting their personal & professional aspirations.
- » Coordinated six land acquisitions projects successfully for development of Coast Guard infrastructure projects at New Mangalore, Andaman's, Bhubaneswar, Paradip, Gopalpur & Kolkata.
- » Headed the project for setting up 01 Coast Guard Regional Headquarters in West Bengal, 02 Stations and 01 Air Enclave. Had the privilege of commanding 02 Maritime States (Odisha & Andaman & Nicobar) and 03 Coast Guard Ships.
- » Possess extensive experience in HR, Recruitment of Officers and Sailors for Indian Coast Guard as member of recruitment board & Service Selection Boards.
- » Was the expert board member of Coast Guard Service for standardization Fire Fighting and NBCD equipment on board all class of CG Ships, Shore Establishments, Air Stations and Air Cushion Vessels (Hover Crafts).
- » Participated in a number of high level project progress reviews with Indian Navy, Coast Guard, M/s GSL, M/S WISL, M/S CSL, diverse set of multi-national OEMs, sub-contractors, including those chaired by top Govt. , Services officials & empowered Govt. panels.
- » Lead the disaster management teams post Gujarat earthquake in Jan 2001 and Tsunami in A&N in 2004.
- » As in-charge of Coastal Security Ops conducted biannual joint exercises for the state of Odisha and West Bengal, Andhra Pradesh for four consecutive years (2010 - 2013). This is a national level exercise in which all the stake holders from Armed Forces, IB, State Police, Intelligence & State agencies participates.
- » Saved 56 precious lives at sea in 4 Major Search and Rescue Operations as head of units.
- » As Head Training 1st Training Squadron of Indian Navy coordinated training for four courses of Officers of Indian Navy, Coast Guard and Foreign Navies between 2002- 2004.

## ◀ ACHIEVEMENTS ▶

- » Won Best Unit awards of Indian Coast Guard on three occasions for the years 2010-11, 2007-08 & 2000-01 as head (CEO) of Coast Guard ships and establishments.
- » Analyzed and wrote a paper in 2003 on title “ The Role of Indian Navy in Prevention of Transnational Crimes” which was awarded by Naval Headquarters, New Delhi.
- » Presented a paper on title “Security Concerns in Coastal Belt of Odisha and Remedial Action Plans” at a national level seminar conducted by DRDO at ITR Chandipur, Odisha in 2010.
- » Spoken in a number of national level seminars and conducted training on Security and Intelligence.

## ◀ AWARDS ▶

- » Awarded by Honorable Chief Minister of Odisha for outstanding contributions in disaster management in the year 2010 as Commander Coast Guard of maritime state of Odisha.
- » Awarded by Coast Guard Headquarter, Delhi on 1st Feb 2005 for effective disaster management & humanitarian response post Tsunami in Andaman & Nicobar Islands on 26 Dec 2004.
- » Awarded by Coast Guard Regional Headquarters (Western Region) on 01 Feb 2001 for displaying outstanding professionalism in disaster response post-earthquake in Gujarat on 26 Jan 2001.

## ◀ ACADEMICS ▶

- » Master Diploma in Occupational Health, Safety, Environment & Risk Management, 2016- 18
- » Master’s in Human Rights, Pondicherry University, 2005 – 07
- » Master’s Diploma in Business Administration (Personnel Management) Symbiosis Institute of Management Studies, Pune, 1997- 99
- » B Sc. (Chemistry Honors), Utkal University, Odisha 1986-89
- » Sainik School Bhubaneswar, Odisha, 1979 – 86

## ◀ CERTIFICATIONS ▶

- » **Certified Protection Professional (CPP)** by American Society for Industrial Security (ASIS), 2019
- » **Facility Management Professional (FMP)** by International Facility Management Association(IFMA), 2019
- » **Risk Management , Department of Defense, USA , 2020**
- » **Hazardous Waste Operations and Emergency Response Management**, 2019
- » **Behavioral Based Safety Management**, 2019
- » **Senior Management Program**, Indian Institute of Management, Indore, 2013
- » **Intelligence & Investigation**, Offices of Cabinet Secretariat Govt. of India, 2012
- » **Team Building and Conflict Resolution**, Indian Maritime University, Kolkata, 2011.
- » **Media Interaction Course**, Indian Institute Mass Communication, JNU Campus, New Delhi, 2010.
- » **International Maritime Officers’ Course ( IMO), USA, 2006**
- » **International Crisis Command Control (ICCC) Course**, USCGTC, Yorktown, USA, 2006.
- » **National Interagency Incident Management System(NIIMS) and Incident Command System(ICS), USA, 2006**
- » **Environment Impact Assessment** from Indian Maritime University, Kolkata . 2006
- » **Nuclear, Biological, Chemical Defense, Damage Control including Fire Fighting**, INS Shivaji, Lonavla, Pune,1998-99
- » **Customs Law & Intelligence Craft**, National Academy of Customs, Excise and Narcotics, Mumbai, 1998.
- » **Diving and Underwater Operations**, Diving School, INS Venduruthy, Kochi, 1994

#### ◀ COUNTRIES VISITED ▶

- » USA
- » Australia
- » Italy
- » Japan
- » Philippines
- » Vietnam
- » Indonesia
- » Maldives
- » Myanmar
- » Oman
- » Kuwait
- » UAE
- » Egypt
- » Iran

**Carried out Joint Military Exercises and Training Programs with the Armed Forces in these countries during my tenure in Indian Navy and Indian Coast Guard.**

#### ◀ LANGUAGES KNOWN ▶

- » English
- » Hindi
- » Odiya

#### ◀ CAREER STATEMENT ▶

- » **A veteran with over 29 years of experience in leading large teams & achieved exceptional results in both Armed Forces and the Corporate World. A seasoned, result oriented leader with extensive cross functional experience in General Administration, Security & Vigilance, Recruitment & Training, Operations, Maintenance, Budget Management, Logistics Management, Loss Prevention, Intelligence, Vendors & Stakeholder Management, Incident Investigation, HR & Industrial Relations.**
- » **Regarded as an innovative leader, capable of orchestrating multiple projects with competing priorities. Respected as a subject matter expert in Security, Administration, Industrial Safety, Crisis & Disaster Management.**

#### ◀ NOTICE PERIOD ▶

- » **Two (02) Months**