

**Sandeep Tomar**

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### **Professional Summary**

- A Performance Driven Professional bringing in good acumen and record of achievements developed approx. 06 years of experience in Indian Army, approx. 02 years, 01 Month in Jindal Steel and Power and 04 years, 05 Months as Manager- Administration in Panki Oxygen Pvt Ltd.
- A self-starter, who is always lead the team from the front and not frightened to take the initiative.
- Possess ability to work independently in an environment of change, challenge, multiple deadlines, and priorities.
- Spent formative years of my professional life in the service of the Nation as Adjutant and Officer Commanding in Infantry battalion responsible for the welfare, Discipline, and management of 800- 1000 Personnel.
- Served in Operation Rakshak during the period 2009-2011.
- This is India's ongoing Counter Insurgency and proxy war operation. I was assigned responsibility to take over a Company consists of 125 Personnel of Infantry Battalion to occupy and hold Bunkers and Post on the Line of Control.
- Skilled strategist who transforms strategic plan into workable solution and benchmark performance against key operation target/goal.
- Highly motivated and enthusiastic individual with broad and proven experience, Highly Articulate and Effective Communicator, work well with individuals on all level, recognized as resource person , an Effective Problem Solver and Team Player, has profound expertise in developing offensive and defensive battle plan and possesses excellent Interpersonal skill and Cross functional team interaction to collaborate with various team.

***Trained Military weapon and Demolition expert with innate ability in tactical and strategic military approach, also undergone Indian Army's toughest training course "COMMANDO" at Belgaum, Karnataka .***

### **Specialization/Expertise**

- ***Spent approx. 6 years in Indian Army (Retired CAPTAIN)***
- ***Spent formative years of my professional life in the service of the Nation as Adjutant and Officer Commanding***
- ***Served in Multiple Combat Operations***
- ***Six Sigma Certification.***
- ***Commissioned in Para Special Force***
- ***EMERGENCY RESPONSE PLAN FORMULATION AND ITS IMPLEMENTATION***

### **Education**

- B.B.A , M.D University, Rohtak (Haryana) **2004-2007**
- Knowledge of MS-Office (Excel, Word, PowerPoint) & HTML

### **Prior Selections and Achievements**

- Cleared Service Selection Board (Bangalore) in **2007**

### **Strength & Interest**

- Travelling, Listening to Music of all genres, Horse Riding, Chess and Squash.
- Will to win and survive in severe circumstances.

## **Professional Experience**

### **African Natural Resources & Mines Limited 2023 Senior Manager – Security**

**Jan 2023 – Apr**

- Develop work schedule for security officers in assigned plant in line with the approved security plan and program.
- Heading 141 Armed & 152 Unarmed Security Guards for protection of 580 Hectare of Plant premises (Township, DRI, BENFECIATION & MINE AREA) and nearby hostile surroundings.
- Conduct a physical inspection/review of the plant to identify security incidence.
- Ensure the plant's facilities, assets, installations, and personnel are secure in compliance with the approved security policies and procedure.
- Respond to security request/emergency and take adequate steps to resolve issues.
- Participate in relevant programs at the designated plant to nurture a security conscious culture among the employees.
- Mobilize security officers to carry out investigation of security incidents.
- Coordinate the provision of first level-firefighting support in the incidence of fire breakout at the plant.
- Ensure all security occurrences are properly documented and records maintained reported.
- Provide timely information to the Group Head Security for the development and dissemination of security and incidence report.
- Provide justification for the unit's operating expense and obtain required approval.
- Liaison with other security agency/local authority to ensure effective support to the company's operation.
- Oversees and directs the security officers to ensure adherence to the defined work schedule.
- Ensure everyone's safety in case of any armed attack in the plant premises under the part of Emergency Response Plan.

### **Jindal Steel and Power Limited (JSPL) 2022 Assistant General Manager/AGM-SECURITY**

**Nov 2020 - Dec**

- Define budget for security and gain approval from top management.
- Policy and Process design, implementation and Review.
- Management of Admin and security operation with team of 300+ personnel.
- Traffic management over 500-1000 trucks per day (traffic discipline, parking, regulatory norms)
- Access Control Management – Over Large no. of Head Counts, Visitor management system.
- Liaison with local police and civil authority for operational issues.
- To train and develop security staff as per latest tools and technique to ensure safeguarding men, machine and material from all malicious activities.
- To conduct regular audits, reviews and surprise visits of all the sites to ensure the smooth and effective functioning of the team.
- Identifying suitable vendor for various admin activities and their due diligence.
- Overseeing creation and renewal of contracts with various vendors.
- Govern vendor management ensuring compliance to service agreement and qualify parameters.
- Ensure timely submission of MIS to the senior management.
- Airport management and security review to counter any threat.
- Proper administration of housekeeping staff, Canteen management.
- Develop Intelligence grid system of internal as well as external environment in the workplace.

### **Panki Oxygen, Industrial Area, Kanpur 2020 Manager- Security & Administration**

**Jan 2016 - May**

- (A leading Manufacturer, Exporter & Supplier ISO 9001:2008 certified company dealing in an array of comprehensive Industrial grade Gases)
- Preparation & Finalization of facility Operation Budget with Top Management.
- Supervising and Coordinating work of 3rd party vendors.
- Resource allocation, Safety, Logistics, Manpower Recruitment etc.
- Manage operational cost to maintain the total cost of production within budgeted level.

- Identification of Vulnerabilities, Independent Risk Assessment and Investigation.
- In depth knowledge of latest Security Equipment's, CCTV access
- System, setup of Radio Command and Control for swift communication.
- Emergency response program delivery and ensure such training are delivered and completed.
- Investigate all losses of property and maintain Report of Incident.
- Handling all activities of Administration, Housekeeping, Cafeteria and other office related activities.
- Reviewing Vendor and Labour Contracts and Agreements.
- Maintaining detailed record of Vehicle Servicing and Inspection.
- Control of material movement in/out of the plant.
- Brief Knowledge of PSARA, KAIZEN, 5S & Factory Act.
- Developed highest standard system and conducted awareness.
- Session to create and encourage adoption of a systematic approach involving Environment, Health & Safety and ISO requirements.
- Conducted routine safety meetings to review procedures, policies and get safety observation and issues resolved.

**Indian Army, IHQ of MOD, South Block, New Delhi**  
**2014 (Indian Army is world 3rd largest and strongest Army)**  
**Officer Commanding, Bihar Regt, C/O 56 A.P.O,**  
**CAPTAIN**

**Sep 2008 - May**

- PBOR (Person below Officer Rank) to get promoted to commissioned Officer in Indian Army.
- Planned and executed operational strategies
- Provide military unit with administrative, command, logistical, training, operations, and support services
- Design strategic action plans and draft policies and procedures
- Performed security assessments, identified risk exposures, created SOP's and completed unit inspections as Physical Security
- Responsible for overseeing soldiers as Platoon Leader, continuously designing plans, delegating tasks and ensuring completion of the mission.
- Worked and assigned as Instructor thrice in India's most sophisticated battlefield Satellite Computer Software Programme "CIDSS" in consonance with Indian Space Research Organization.
- Taking adequate measures to resolve critical employee grievances and ensure harmonious relations.
- Organized and conducted training of Quick Reaction Team of both Army and State Police Personnel, for better incident response mechanism.
- Commissioned in Para Special Force.
- Served in Srinagar, Kupwara and other forwarding areas of J&K in CI (Counter Insurgency) and administrative and operational tasks well versed with the terrain.
- Supervised and monitored 24\*7 security of Army Intel installation in J&K.
- Negotiated the surrender of hardcore militants operating across LOC/IB

