www.linkedin.com/in/datta-amit



### Lt. Colonel. Amit Datta (Veteran)

#### Chief Administrative Officer (CAO)

Versatile Operations Officer having outstanding interpersonal leadership and problem-solving Skills with a strong record of contributions in streamlining operations, invigorating businesses, heightening productivity, systems & procedures; targeting opportunities in **General Administration, Security, HRM & Logistics** with an organization of high repute for mutual growth & success

# **Executive Profile**

- Accomplished enterprising leader & planner with **nearly 3 years** of recent experience in **Administration**, **Security HRM**, **and Logistics**, **VUCA- driven environments** in addition to nearly **26 years** of experience in the **Indian Army**
- Spearheaded office and residential area for the military establishment with approx. 15000 employees/ Industrial staff
- Proven success in managing strategic **operations & manpower planning** and executing high-security projects and ensuring mission objectives on time & within budgets
- **Constantly reviews and benchmarks the Company's Human Resources ("HR") policies and practices against the best practices of similar companies to maintain a competitive market position.**
- Working as the **Head in Charge (Administration, HR, Logistics & Security)** of Chemical Plant spread over **approx. 100 Acres** of the area having turnover of **30000 MT/month** and a workforce of 1200 personals
- Acted as **Joint Director in DRDO** (Defence Research and Development Organization); planned and enhanced security; part of the core management team for Quality, Reliability, and Safety, hence involved in brainstorming and formulation of various procedures and processes to address safety and hazards
- Worked on different Agile projects as a Product Manager to align the team with the product vision, sprint goals for faster & flexible outcomes and thus leading to time and resource savings.
- Excellence in implementing stringent security systems/ measures, investigation of internal as well as external fraud to establish and maintain high-security standards in compliance with the prescribed statutory norms.
- Partnered with Various departments to investigate allegations of internal and external fraud (i.e., theft, conflict of interest, fraud,
- embezzlement, and employee misconduct)
- Expertise in managing **administrative tasks** including **procurement** of materials & services, purchases & procurement policy, security, budget & budgetary effective cost control systems
- Supervised warehouse transition process: including WMS setup, receiving and bulk order SOPs, and rate tables
- Negotiated and managed 3PL contracts
- Devised business & corporate **strategies and governance structure** in collaboration with top management for the assigned business unit
- Rich experience in **managing a wide spectrum** of corporate general administrative activities including transportation, housekeeping, security, purchase, travel management, and so on
- Leveraged understanding of various technologies such as MS Office, SAP, ERP, HRMS, Greyt HR Outlook, and Excel

## **Core Competencies**

General Administration

Human Resource Management

Policy Formulation & Implementation

Strategic Planning & Analysis

**Budgeting & Cost Control** 

**Facility Management** 

Logistics/Warehousing/Procurement

Supply Chain Management

Vendor Management/ Negotiation

Security/ Safety Management

Training & Development

Client/Stakeholder Management





2020- 2022
Punjab Alkaline
and Chemical
Limited (PACL)

**2022-till date**Big Charter (Flybig)
Pvt Ltd

## Education & Credentials

- Financial Management Course from Principal Controller of Defense Accounts in 2012
- Masters Diploma in Personnel Management from Symbiosis in 2000
  - Company Commander Course (Advance Course in Management/Logistics/HRM/Security from ASC Centre & College
- Bangalore in 2004

  Veterinary First Aid Course from RVC School Meerut in 1999
- Mechanical Transport Course from ASC Centre & College in 1997
   Young Officers Course (Basic Course Management
  - /Logistics/HRM/Security) from ASC School, Bareilly in 1996

## 👢 Selected Highlights & Contributions

- Accomplished duties as Officer in Charge for DRDO Defense Expo 2016 at Goa for 1K international organizations representing 47 countries across the globe
- Organized installation of DRDO exhibits during Republic Day, at the prestigious Parliament of India
- Coordinated periodic VVIP visits for the Prime Minister, Defense Minister, Ministry of Defense dignitaries, and foreign dignitaries, as well as security interaction with the PMO and SPG
- Engaged in dual facilitation of NCC directorate by Honorable PM Narendra Modi and Governor of Punjab and Haryana, Sh VP Badnore as the team leader in 2018
- Spearheaded a team of 5K, protected multimillion national assets, managed 52 premier DRDO labs across India, liaised with key federal government departments, and managed an annual budget worth INR 1 Crore
- Ensured the security and general administration of the HQ DRDO Officer's transit guest homes to enable the presence of 5,000 scientists across India
- Channelized logistics management, and coordination of movement for more than 15k personal and multimillion assets from Chandigarh to High Altitude Areas via air and land
- Negotiated with a wide range of national and international vendors, and launched yearly transportation bids and procurement worth INR 2-5 Crore as independent contract operating officer, including making of RFPs and contract deed
- Worked as the Officer in Charge to protect the vast garrison stretched over 7 Km and led the movement of 1K personnel as well as approx. 600-1000 vehicles daily in the highly guarded and sensitive zone
- Established security, administration & management of the air maintenance logistics of Chandigarh Military Airport (N Area) in collaboration with IAF to provide logistic support to the troops deployed in Leh, Thoise & Siachen via airdrops & landing missions
- Ensured the safety of over 3000 military and civilian personnel associated with the day-to-day operations of sites and infrastructures in a high-insurgency region
- Advocated a team of 15 officers and 600 personnel in establishing all HRM aspects and strict protection for multimillion-dollar assets as a Commanding Officer during 2 tenures
- Protection of the LoC as well as counter-insurgency Operations & safeguarding of National assets in highly sensitive war-like zones



### Professional Experience

# Sep 2020- Sep 22: Punjab Alkaline and Chemical Limited (PACL), Punjab as Chief Administrative Officer (CAO) Key Result Areas:

- As part of the advisory board member instrumental in organization growth/ achievement of goals by critical analysis as well as strategic opinions about resource management, relationship management, hiring, budget allocation, prioritizing ongoing/future civil projects to stay on top of industry trends
- \* Coordinating with local civil administration including DC office, police department, fire department, political bodies i.e., Local MLA/MP, pollution board, NGT & misc. local bodies to resolve issues and grievances of the local population and unions
- Misc. CSR activities as per company policy and budget allocation. Organizing medical camps, educational sponsorship to local children below the poverty line, installation of RO system in villages, blood donation camps, plantation drives, and organizing various campaigns in adjacent villages as directed by State/ Central Govt (Beti padao Beti bacho, Yoga Day, Digital India, etc.)
- Employing new techniques in disaster management, fire safety, and gas leakage exercises to avoid losses & human harm mishaps
- Supervised all investigations company-wide and maintained professional and regulatory ties with local and federal law enforcement and Fire Department
- Fostered a data-driven culture & pto the DGM level
- ♦ Identified employee performance gaps and recommendation of in-house training for development
- Constantly reviews and benchmarks the Company's Human Resources ("HR") policies and practices against the best practices of a similar company to maintain a competitive market position
- Supervising complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower Requirements
- Collaborated with senior management and legal counsel on issues of employee relations, employment, compensation, labor
- contract administration/negotiations to ensure compliance with federal and state laws and regulations
- Training for security personnel to increase their technical threshold and deal with the public
- Analyzing costs & validating security systems for monitoring movement of the vehicles, load, theft/pilferage, leakage of the gases, explosions, fire, emergency evacuations, and unauthorized access to the site facility
- Responds to medical emergencies, fire alarms, or intrusion alarms, following emergency response procedures.
- Directing the security activities in the organization; ensuring availability of stock and other essential items
- Always assuring smooth operations and maintaining proper decorum and discipline by implementing & modifying the policies and procedures
- Working in Facility Management, Horticulture, infrastructure/assets management, overseeing ongoing civil works under expansion plan, renovations/ refurbishments, monitoring progress, financial aspects, checking of bills as per work scope of industrial premises & living accommodations while adhering strictly to EHS guidelines
- Interaction with vendors and service providers and support in resolving any payment /term/facility management issues
- Implementation and adherence to ISO standards and guidelines (ISO 9011:2015 QMS, ISO 140001:2015 EMS, ISO 50001 -2018 EnMS, ISO 22000: 2018 Food & Safety)

- Vendor and labor Management as well as compliances as per Factory Act 1948 and BOCW Act 1996.
- Coordinating and adhering to Covid guidelines/SOPs

#### **Highlights:**

- Up-gradation of employee's service handbook, and standing orders as per Industrial Disputes (Amendment) Act, 2010 which includes amendments in sections 2, 2A, 7, and 7A of the Industrial Disputes Act, 1947
- Contributed towards cost saving of **approx**. **25 Lakh/month** by implementing the mutual agreement with the transport union of maintaining an **80-20 ratio of transport fleet** (80% union transport & 20% company-owned transport) and settling long pending issues/grievances with truck unions befitting both the parties
- Operated a transport fleet of approximately 200 vehicles daily around the clock, as well as 1 Kerbside pump with a capacity of 50KL and cooperation with IOC
- Management & coordination of Goods Train racks directly coming into the premises of the factory having its own railway line for the deliverance of raw materials
- Provided cost analysis & validation of security system (access control & CCTV) for site security as well as a monitoring station for electronic surveillance and emergency support
- Standardized security procedures/guidelines, as well as drills for gas leakage
- Managed the company's inventory utilizing sound security policies and procedures consistent with good accounting and distribution practices
- Implementation of stern accounting and checking measures to avoid pilferage and implementing the double accounting system
- Streamlined employee engagement rules and processes, as well as the integration of the most recent attendance system (Greyt HR) with the existing ERP system
- ♦ Developed whistleblower policy, established an independent platform for all workers & labor to record grievances & complaint
- Natured undercover operations at all grey factories to provide real-time information to the industrial relations team in addressing labor and union concerns
- Supervised and assured quality control measures as per the contract deed of ongoing civil building works/renovations
- Working in Facility Management, Horticulture, infrastructure/assets management, monitoring of civil works under expansion a plan including quality control measures of industrial premises as well as living accommodations while adhering strictly to EHS guidelines
- Coordinating with local civil administration & political bodies to resolve issues and grievances of the local population and unions to ensure the smooth flow of products
- Prepared SOPs in line with Covid guidelines

# Sep'22 -till date Big Charter Pvt Ltd (Flybig) -Director Administration Highlights:

- Managed Administrative, logistics, procurement & inventory management of corporate office located at Gurgaon, operational base at Guwahati as well as Dehradun, and 14 different locations Pan India in a very dynamic environment of the Aviation sector
- Headed team of 25 personnel including APMs Pan India with direct reporting
- Headed 8 new projects while induction of new air route under Govt of India Udaan initiative
- Streamlined accounting procedure system by ascertaining assets and liabilities of ongoing projects, airports and corporate office by conducting internal audits
- Procurement of BoB items (Buy on board) & streamlined MoU with prominent companies like Nestle India/Dawaat/Blue Dart etc.
- Procurement of all inventory items, including IT equipment and restricted telecommunication equipment like VHF/HF set to communicate from ground to air with Aircraft as per DGCA guidelines
- Liaison with Central Govt agencies like DGCA/UCADA/Local Civil administration/DCs for smooth functioning of operations
- Budgeting, demand, indenting, procurement, accounting, distribution, life cycle, losses in transit, warehouse management of all logistic stores Pan India ensuring round-the-clock availability of all the items in the extremely fast-paced environment
- Asset and inventory management and implementation of stern accounting as well as checking procedures ensuring zero pilferage and every single item is accounted for
- ♦ Streamlined procurement procedures and strict adherence to guidelines as per SoP
- Developing and implementing key procurement strategies/purchase schedules from the vendors and ensuring alignment with organizational objectives
- Contract management, Scope of work, financial assessment, negotiations, RFP as well as monitoring the progress of the projects
- Coordination with vendors and service providers and support in resolving any payment /term/quality assurance and delivery issues
- Complete Housekeeping and Facility Management of the corporate office as well as all the station's Pan India
- Administrated and streamlined Transport management system of 14 stations in Pan India with optimum utilization of resources
- Installation of security system (access control & CCTV), fire alarm system for site security at the corporate office as well as at all the airport's Pan India and management of monitoring station for electronic surveillance and emergency support 24x7
- Training of security personnel and regular dummy drills evolving all types of emergency circumstances and swift timely action

#### Personal Details

Languages Known: English, Hindi & Punjabi

Permanent Address: HN 49 Sector 104, Mohali, Punjab

Present Address: Malibu township, Sector 47 Gurgaon (Haryana)