



PRADYUMNA HOTA

pradyumna.tutu@gmail.com •

+19437089262 •

At/PO - Banasingh Dist- Dhenkanal Odisha PIN - 759014 •

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

PERSONAL DETAILS

Date of Birth : 20/12/1985

Marital Status : Married

Alternate number : 9827806436

EDUCATION

Punjab Technical University

2013

MBA (HR)

67.89%

Utkal University of Odisha

2008

Bachelor of Arts

46.42%

Higher Secondary Education of Odisha

2005

10+2 (Science)

43.88%

Board of Secondary Education Odisha

2000

10th

81.6%

PROJECTS

Diploma in Security Management

Diploma in Fire and Safety Management

Holding NCC certificate in student life

Holding First aid Training Certificate

SKILLS

1. Security Management 2. Fire and Safety Management 3. Transport Management 4. Facility Management 6. Administrative Manager 7. First Aid Certified 8. Leadership skills

EXPERIENCE

Indian Army

20/01/2003 - 31/01/2020

Electronic and Mechanical Engineer

Working as 1. Administrative Management

2. Transport management

3. Facility Management

4. Store Management

5. Security Management

HDFCBANK

02/03/2020 - 31/07/2020

Deputy manager

Working as Personal Banker

Super Smelter Private Limited

02/11/2021 - 31/08/2022

Security Officer

1. Providing Security to company assets and property

2. Monitoring a group of 150+ security guards and provide them training

3. Controlling the traffic over 300 vehicles daily

4. Monitoring and inspecting the company's dispatch materials

5. Observing the daily routine of in/out entry of company employees as well as visitors.

REFERENCE

Rajendra Singh (Ex Airforce)
Asst Manager
Security
7016735784

ADDITIONAL INFORMATION

- 1.CCTV Monitoring
- 2.Holding heavy and light motor vehicle Driving license

INTEREST

- 1.Security
- 2.Administration
- 3.Transport

Placement: preferably in Odisha. It is certified that, the above information furnished by me is true & correct to the best of my knowledge and belief .

Adani Wilmar Limited

19/09/2022 to Present

- Implementing security policy, standards, guidelines and procedures to ensure safety & security of premises.
- Planning and monitoring security arrangements involving preparing security plans, deployment of security personnel including fire Fighting.
- Conduct periodical rounds to check all the security posts.
- Report any untoward incident and safety & security observation.
- Ensure proper frisking/searching at all the entry/exit gates to prevent pilferage at premises.
- Ensure all inward, outward, vendors material check & record to be maintained in proper register
- Giving First aid Training to Guards
- Ensure effective vigilance & surveillance through CCTV monitoring and fire smoke detection alarm system

ACHIEVEMENTS & AWARDS

Awarded 3 times for best performer in administrative duties

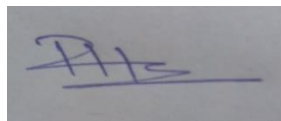
Awarded 4 service medals for long service and working in challenging conditions

LANGUAGE

English

Hindi

Odia



(Pradyumna Hota)

