

RUPAYAN SINHA ROY

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A dynamic, ambitious, and confident veteran from Indian Armed Forces, whose passion for the Administration, Security & Safety sector is equally matched with his 25 years progressive experience. Directly managed administration, safety and security of large premises and installations of strategic importance along with men/material. Can perform core administrative and managerial tasks. Seeking an opportunity to lead and grow in a healthy and competitive corporate environment.

SKILLS

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|----------------------|-----------------------------------|-------------------------------------|
| - People Management | - Administration, Operations | - Security, Safety, Risk Management |
| - Project Management | - Logistics, Inventory Management | - Vigilance, Intelligence |
| - Problem Solving | - Vendor Management | - Loss Prevention, Fraud Control |
| - Resilience | - Business Continuity Planning | - Fire Safety Management, HSE |

PROFESSIONAL SUMMARY

- Possess a wide experience in entire gamut of Administration, Security & Safety and Facility Management.
- Well conversant in handling security and vigilance operations as per the company's desired standard.
- Experienced in conducting Security & Safety Training activities and performing instructional duties.
- Experienced in Security Audit, Surveillance, Investigation, Interrogation and Monitoring.
- Formulate security threat, risk assessment, security planning. Draft security policies.
- Experienced in handling Fire Safety equipment tests and exercise.
- Experienced in handling Fire Detection/Protection System, Fire Safety Training, Fire Safety Audit/Inspection.
- Professionally trained in Disaster Management, Fire Emergencies, Casualty Evacuation role.
- Experienced in conducting mock drills as per international code standard.
- Competent in handling computerized fire alarm systems, CCTV cameras and VMS system.
- Efficient in Loss Prevention Roles.
- Experienced in Key control management, vehicle and parking management.
- Efficient in liaison with local police officials, fire officials and other Govt officials, local influential people.
- Efficient in handling IR issues, Union staff.
- Experienced in management of large events, seminars. Organizing joint training and exercises with law and order authorities, disaster control authorities.

PROFESSIONAL EXPERIENCE

SENIOR LEAD – May 1997 to May 2017 | Indian Air Force

ROLES PERFORMED

- General Administration, Security Management, Vigilance & Investigation duties, Organizing various events, Travel Plans, Accommodations, Budgeting and coordination/liaison with various government, non-govt agencies.
- Managed human resource planning for conducting smooth operation of strategically important military units.
- Conducted routine training and instructional duties for smooth and safe operation of IAF.
- Managed budgetary activities and various grants and funds.
- Managed various types of stores, logistics and inventories pertaining to strategic military units.
- Managed and implemented various methods for periodical training to new joiners/junior trainees.
- Managed and implemented various policies, protocols, standing order and SOPs.
- Supervised Basic Fire Fighting activities. Ensured Fire safety management of strategic military installations and aerodromes.
- Performed Core administrative duties and green field activities during set up of two important strategic air base.
- Spearheaded pre set-up formalities for new IAF projects/units of strategic importance at different parts of the country.

SECURITY OFFICER – Aug 2018 to Aug 2019 | CK Birla Hospital Group (CMRI Hospital, Kolkata)

ROLES PERFORMED

- Managed Security Administration, Fire Safety Management, Vigilance & Investigation duties, Ambulance and Staff Transport Management, Events, Management of hostels/guest house, VIP Guests Security Management.
- Handled Security department CAPEX & OPEX Budget. Management of funds, grants.
- Managed daily maintenance and necessary documentation of Fire Safety equipment under AMC.
- Managed manpower, preparation of roster for supervisory staff.
- Conducted routine Fire Safety Training, Code Red/Grey/Purple/Pink/Blue/Brown training for hospital and departmental staff.
- Conducted and organized Evacuation Drill, Mock Drill on periodical basis as per Disaster Management Plan.
- Managed vulnerabilities/exposures & risks. Conceptualizing & implementing Security plans & procedures.
- Handled Medico Legal Cases, Crisis management, Mob Management, Patient Escalation Management, Grievance Management, Visitor Management.
- Maximized revenues and profits through elimination of loss resulting from theft/pilferage.
- Managed systematic material management thru Gate Pass system (RGP/NRGP).
- Conducted Security and Safety/Fire Audit, HIRA.
- Managed CCTV Operation and maintained crucial data.
- Contributed in Vendor selection, negotiation and execution of contracts.
- Looked after investigation of any untoward incident/irregular activity/conduct and reporting.

MANAGER (CSO) - SECURITY, SAFETY, FIRE & VIGILANCE – Aug 2019 to Oct 2022 | AMRI Hospitals Ltd, Kolkata (W.B)

ROLES PERFORMED

- Managed entire gamut of Security Administration, Safety & Vigilance, Fire Safety, Evacuation Drill, and Practice of various Codes as per international standard & NABH/CAHO/OSHA guidelines.
- Managed Security, Fire Safety, EHS and Corporate Vigilance training as per latest industry guidelines.
- Managed material management and periodical audit of RGP/NRGP & Challans /Bills.
- Handled of security budget (CAPEX/OPEX).
- Managed manpower, preparation of duty roster for security supervisors as well supervision of security staff.
- Managed CCTV & Surveillance operation and maintenance activities as per company SOP/guidelines.
- Arranged and spearheaded security of VVIP/VIP in coordination with local police, administration.
- Handled visitors, guests, corporate patients.
- Handled and managed press, media.
- Handled and managed violent activities, mob attack, patient escalation and liaison with Police Officials.
- Managed Medico Legal Cases (MLC), Death cases, Still Birth/Expulsion, Hospital Mortuary as per Govt Policy and Company SOP and guidelines.
- Daily maintenance and documentation of Fire Safety Detection & Protection equipment. Conducting Fire Safety Audit & Inspection, Fire Safety Training for hospital staff, grooming and training of Fire Operators, Fire Officer.
- Successfully managed budgetary activities and various grants and funds.
- Conducted and organized Evacuation Drills as per Disaster Management Plan and government guideline.
- Conducted Code Red/Grey/Purple/Pink/Blue/Brown training and mock drill for hospital and departmental staff.
- Spearheaded procurement of suitable security & safety devices as per industry standard and requirement.
- Maximized revenues and profits through elimination of loss resulting from theft/pilferage.
- Conceptualized & implemented HIRA, Security plans & procedures for day to day operations as well security/safety contingencies.
- Handled of Incidents as Incident Commander and Incident Reporting as per company SOP.
- Planned and executed logistical requirement and procurement for organizational requirements.
- Maintained law and order and peace in the hospital that supports organizational brand value.
- Spearheaded vendor selection, negotiation and execution of contracts.
- Looked after investigation of any untoward incident/irregular activity/conduct and reporting as per SOP.
- Conducted events, seminars, CSR activities, safety related promotional activities, safety week, fire safety week.

SENIOR MANAGER – ADMINISTRATION, SECURITY & VIGILANCE – Oct 2022 to till date | Chandan Steel Ltd, Valsad (GJ)

ROLES PERFORMING

- Managed different large scale projects of the company related to creation of infrastructure and facility. Directly and indirectly associated with production of material of export quality.
- Managed up gradation of surveillance system and addition/enhancement of existing CCTV camera network across plants spread over an area of more than 100 acres of land.
- Handled important issues related to business continuity in terms of environment issues in due consultation with Plant Pollution Control, Gujarat Pollution Control Board (GPCB) and Gujarat Industrial Development Corporation (GIDC).
- Managed vendor agencies and manpower issues directly and indirectly related to production of material.
- Handled important visits of foreign and national corporate customers, guests. Managed all issues related to VVIP/VIP transportation and accommodation.
- Handled and managed press, high profile Govt officials during recent state election as aid and support to local administration.
- Handled and managed violent worker activities, crowd management during emergency in factory in close collaboration with local Police officials.
- Managed Medico Legal Cases (MLC), Death cases during accidents which took place inside factory premises even in odd hours, as per Govt Policy and Company SOP.
- Guided the safety department for conducting periodical Fire Safety Audit & Inspection, Fire Safety Training for staff and workers.
- Managed budgetary activities and various funds.
- Conducted and organized Evacuation Drills as per Disaster Management Plan.
- Monitored procurement of suitable security & safety devices as per industry standard.
- Maximized revenues and profits through elimination of loss resulting from theft/pilferage.
- Handled of Incidents as Incident Commander and Incident Reporting as per company SOP.
- Planned and executed logistical requirement and procurement for organizational need.
- Maintained law and order and peace in the factory premises that supports organizational brand value.
- Spearheaded different nature of rescue operations and ensured immediate medical facilities during factory accidents and incidents.
- Looked after investigation of any untoward incident/irregular activity/conduct and reporting as per SOP.
- Conducted CSR activities, safety related promotional activities, blood donation camp.

PERSONAL ATTRIBUTES

- Can thrive in a continually changing environment.
- Result driven, team player and mission focused.
- Able to work under pressure, disciplined and well organized.
- Strong leadership skills that imbibe military ethos.
- Excellent communicator with strong liaison skills.
- Having practical approach for problem solving and tech-savvy.

D.O.B

07 Sep 1977

ACADEMIC QUALIFICATIONS

Bachelor Degree (B.A - Econ) 2002

PROFESSIONAL QUALIFICATION & SKILLS

- Diploma in Office Administration and Hotel Management 2012
- Advance Diploma in Fire Safety Management IISWBM 2020
- NEBOSH IGC (UK) certification 2023
- Lean Six Sigma Green Belt LSSGB 2020
- Certified Protection Professional (CPP) ASIS 2023 (undergoing training)
- Certified Corporate Vigilance CCV (VC) 2022
- Certificate in Security Management of Strategic Installations 2012
- Certified ISO 45001:2018 Occupational Health & Safety Management System Auditor CPD (UK) 2022
- Certificate in UNDSS (United Nations Department of Safety & Security) B'SAFE 2020
- Certificate in Forensic Science and Criminal Investigation 2022
- Certificate in Connect to Collaborate – Leadership Edge - Dale Carnegie Training 2020
- Certificate in MS Office NIIT 2014
- Certificate in Conflict Management 2020
- Certificate in Communicating in the language of Leadership 2020
- Certificate in Cybersecurity Foundations 2020
- Certificate in Preparation of Security Audit 2020
- Certificate in Difficult Situations: Solutions for managers 2020
- Certificate in Motivating and Engaging employees 2020

CAREER STATEMENT

"I feel that my greatest strengths are firstly my willingness to take responsibility for all the assigned task. Secondly my skill at working efficiently as part of a team, and forming solid personal bonds with other staff members, and thirdly my desire to work with existing management team on any ad-hoc task."