

LT COL RAJ SHEKHAR NEOGI (retd)

RESUME



Aquapolis Residential Complex, Block-C, Flat-401

Thirthashankar Sarani, Bengal Ambuja, Durgapur- 731216, WB (Permanent)



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Experience: (a) 10 years of Corporate Industry in Administration & Security

(b) 18+ years of Army service.



Profile:

Academic Qualification:	1. B. Tech (Mech Engg) from Jawaharlal Nehru University
Military Qualification:	2. Attended Army courses, imparting instruction on General Administration, Man Management, certified in defense Management, HRD. Certified in Quality assurance and safety, Law, Accounts and other qualifications in various “Technical Courses”.
Languages Known:	English, Hindi, Bengali (Reading and writing)
Date of Birth:	March 01, 1971
Marital Status:	Married
Industry Qualification:	Certified Trainer in Fire and Safety by NIRAPON Certified in BSAFE from UNO

Notable Achievements

- ✦ Felicitated with “**Gladiator Award**”, achievement award for recovering inventories declared lost amounting to Rs.35 Lakhs and added value to revenue generation to the company.
- ✦ Awarded **GOC-in-C Commendation Card** for achieving best standards of maintenance and reducing downtime of repair and achieving high standard of serviceability and availability with innovative methods as per the norms of maintenance.
- ✦ Achieved cost saving to the company by revamping the outsourced security layout to a tune of Rs.12.6 Lakhs annually by introducing “**TechSec**” concept.
- ✦ Created a **new pro-active confidential informant program**, which **increased elimination of dishonest employees by 35%** and increased internal customer satisfaction. As a result, the program was adopted company wide.

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- ✦ Improved employee retention rates by 15% by implementing a tiered-interview system and organizing a minimum of 2 team outings per quarter
 - ✦ Digitized company's internal security system and achieved complete network and remote accessibility of all locations for real-time information to reduce threat perspective and prospective loss.
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PROFESSIONAL SERVICE RECORD

Present Assignment

⊗ Dy General Manager–P&A and Security @ Shree Cement Ltd, West Bengal (2021- Present)

Responsibility:

- ♣ Responsible for handling all project work in a Green field project for a 5.0 MT Cement Grinding Unit over an area of 90 acres.
- ♣ Ensured comprehensive Security, Access Control, Anti-Sabotage Check, Training and Development of staff and subordinate in security and admin, safety, fire and gen Admin to oversee Fire Fighting & Emergency services.
- ♣ Prevention against theft, pilferage and anti-sabotage activities.
- ♣ Security of Company property, Land & Personnel.
- ♣ Overseeing day-to-day operations and planning of on-site emergency plan.
- ♣ Developing organizational policies.
- ♣ Managing administrative budgets.
- ♣ Hiring and training administrative staff.
- ♣ Negotiating contracts and agreements with vendors.
- ♣ Maintaining corporate relationships including Govt Offices liaisons, administrative offices and local law bodies.
- ♣ Monitoring operating expenses.
- ♣ Liaising with HR and other departments for IR issues and managing local outfit political interferences.
- ♣ Responsible for all License & Certifications for e.g., Fire, CTO, NOC, Factory License etc.
- ♣ Strict control on main gate, raw-material gate and out gate and also execute spot checks and patrolling inside and outside the plant periphery. Investigation of theft report.
- ♣ Successfully implemented public safety & security staff to include assignment of work activities and responsibilities, scheduling, employee training/development, performance management, and employee evaluations.
- ♣ Environment System Facilitate & execute EHS awareness campaign & motivational programs to inculcate a sustainable & safe work culture.
- ♣ Evaluate, on an ongoing basis, emerging security technologies, and how they can be integrated to current physical security measures to protect staff members, physical assets, and client information and maintain the integrity of company's corporate reputation.
- ♣ Ensures proper preparation and filing of safety, criminal, traffic, incident, and other required reports; and ensures compliance as per the local state mandates.

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Previous Assignment:

⊖ Regional Head @ Future Group, Kolkata (2017-2019)

Responsibility:

- ♣ Created and implemented best practice engineering vision, strategy, policies, processes and procedures to aid and improve better availability of working condition for the Central Mall.
- ♣ Overall responsibility for Engineering activities across the business of operation, specifically responsible for Central Mall.
- ♣ Responsible to report on Engineering activities on a regular basis to the Senior Management team, ensuring accurate and timely reporting of the relevant Key Performance Indicators
- ♣ Ensure that Environmental, Health and Safety, engineering and quality standards and procedures are adhered to.
- ♣ Ensured streamline of process over all the retail outlets ensuring to maximize business across states under the jurisdiction.
- ♣ Managed staff and was responsible to assign tasks to engineering and technical personnel.
- ♣ Ensured smooth functioning of the all engineering eqpts, including central AC, all lifts. The compressor room was categorically checked for reducing downtime in operation.
- ♣ Regular OJT was made to be carried out for engineering staff specially in handling emergency situation in case of major fault.
- ♣ Maintained strong liaison with Fire Department, all Govt offices related to Env't, Safety, etc. Also had strong liaison with Police.

⊖ SLPL Head @ Ecom Express Pvt Ltd, Kolkata (2016-2017)

Responsibility:

- ♣ Provided a defense against retail theft both internally and externally.
- ♣ Performed random searches and investigated suspicious behavior within the company.
- ♣ Partnered with management to educate associates on safety, company policies and proper procedures.
- ♣ Coordinated with management and maintained knowledge on all store activities and merchandise.
- ♣ Identified and analyzes asset protection risks in order to effectively develop, recommend, and implement comprehensive countermeasures designed to eliminate or minimize losses.
- ♣ Covertly monitored shoppers.

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⊙ **Sr. Executive @ Lanshree Products & Services, Kolkata (2013-2014)**

Responsibility:

- ♣ Maintaining the inventory in details including the inventory control, issues and receipts.
- ♣ The demand for the required items based on the company laid policies and reviewing it continuously.
- ♣ Responsible for initiation of Indent to PO and validating vendors which include vendor management in terms of deliverables as well as release of payment as per terms and condition.
- ♣ Liaison between accounts and vendors to maintain Industrial relationship.
- ♣ Involved in preparing detailed budget for administrative expenses, over heads expenses and implementing for minimizing operational costs.
- ♣ Responsible for liaison with the market for venturing the possibilities for expansion of sales of products in market.
- ♣ Responsible in handling the complete arena of Man management.
- ♣ Maintaining detailed record of all MIS reports and responsible for analysis of the reports to check progress of work vis-à-vis budget of the current financial year.
- ♣ Responsible for accounting and managing a large quantity of diversified inventory for different verticals in the group company.

⊙ **Sr. Technical Base Commander @ Indian Army, (1994-2013)**

Responsibility:

CONFIDENTIAL: Only on Request.

⊙ **Consultation (Free Lancer), Kolkata (2019-2021)-specially during Covid period.**

- ♣ Worked as a consultant and mentor with multiple private security organizations on requests.
- ♣ Provided guidelines and formulated policies in enhancing business strategies.
- ♣ Formulated SOPs on process control, operations strategies-from management desk to ground, business development strategies.
- ♣ Enacted as the spokesperson and face figure on behalf of the company to clients during business meets and negotiations of new business.

**** REFERENCE ON REQUEST ONLY****