

NIRAJ LAXMANRAO GAIKWAD

INDIAN ARMY VETERAN



EDUCATION

- 10th Passed From Education State Board Maharashtra In -2000
- B.Com Passed From Maharashtra Board In-2014
- Equivalent Graduation from Indian Army. (MOD) 2020

ARMY EDUCATION

- OPR Class-III
- Map Reading Class -III

ARMY GALLANTRY AWARDS

- 9 Years Long Service & Good Conduct Medal
- OP Parkaram Medal
- High Altitude Medal
- CL Ops (J & K)
- OP Rhino Medal
- OP Vijay Medal
- Op Nagaland Medal

CERTIFICATE

- Security Training Certificate
- Technical Training Certificate (Indian Army)
- Apperacation Letter Issued By Commandant 1 CBPO
- Apperacation Letter Issued By Camp Officer 1 CBPO

LICENSE AUTHORITY

- Driving License (LMV)

LANGUAGE KNOWN

- Hindi Marathi & Engilsh

PERSONAL DETAILS

- Phone:
919315336317/9435558103
- Email:niraj.lg77@gmail.com
- DOB : 30 -Dec - 1983
- Address - Plot No-97 Anmol Nagar, Wathoda Lay. Out, Post-Mhalgi Nagar, Dist-Nagpur, State-Maharashtra , Pin-440034

OBJECTIVE

Indian Army Veteran with 17 years 10 Month of experience in having excellent management skills and computer knowledge. Looking to work in the corporate sector to use my skill set.

SKILLS

- Security & Manpower Management
- Loss Priventation Pan
- Fire & Safety Management
- Team Building & Leadership
- Operations Management
- HR Management
- Time Management & handling pressure situations

KEY PERFORMANCE AREA

- Office Clerk At Various Levels Organizing administrative work.
- Store Keeping of General Store / Gun Store/ CSD Store
- Monitoring Of Security Aspects (Technical/Physical Security)
- All Security & Man Management
- Licensed to carry a gun and trained to properly use fire arms
- Committed to ongoing training to remain current on security procedures
- Ability to quickly respond to emergency situations
- Excellent analytical and observational skills
- Postal Opr Counter Clk

WORK EXPERIENCE

ACP HAV INDIAN ARMY -

ARMY POSTAL REGIMENT 20 -06 -2002 To 30-04 -2020

- Worked in Indian Army for 17 year 10 Months In Army Postal Regiment
- Served In Various Indian Army Establishment, Where The Strength Of The People was 50 To 500 And Some Of Them Were Having The Area Of More Than 500 Acre.
- Security Incharge In RC PLASTO TANKS & PIPE PVT LTD Nagpur Company On Roll 23-Aug-2021 To 14-Nov-2022
- Indian Pharmaceuticals Council Association Ltd As A Admin/Security Executive On Roal 17 Nov 2022 To Till Date
- Combat Operation Experience In J & K
- Office Management
- Camp Nco / CHM (Company Havildar Major)
- Has performed the duty as Confidential and Military.
- Handling & Management Of Weapons

**Security Incharge In RC PLASTO TANKS & PIPE PVT LTD
Nagpur Company On Roll 20-Aug-2021 To 14-Nov-2022
DUTIES AND RESPONSIBILITY**

I handling one Security officer ,Four Security Supervisor and Seventy One Security Guard

- To Take Daily Plant Round.
- To Supervision on Security Officer And Security Supervisor As well as Security Gate
- Supporting in Strong Vigilance on Theft, Sleeping. Indiscipline by Conducting Surprise Checking and Night Round
- To Handling Supply Chain Management System
- Send Manpower Report to HR Manager and Account Manager
- To Monitor Canteen,House keeping and Garden Activity.
- To Monitoring and Checking all Records at Security Gate on Daily Basis
- Attending Training as Required
- To take regular/Surprise plant round and checking of unsafe act, conditions Tobacco,Gutkha, Cigarettes,Mobile,etc in the factory premises.
- Liasining to local Police,Corporator,Government offices.Security Guard Board etc.
- Responsible for checking contract labour bills.
- Arrangement of All events in Plant

**Indian Pharmaceuticals Council Association Ltd As A
Admin/Security Executive On Roal 17 Nov 2022 To Till Date
DUTIES AND RESPONSIBILITY**

I handling a 5 Security Officer,Security Guards,Canteen Staff and Housekeeping/Garden Staff

- To Take Dally Plan' round
- To Supervision on Security Officer And Security Supervisor As well as Security Gate
- Supporting in Strong Vigilance on Theft, Sleeping. Indiscipline by Conducting Surprise Checking and Night Round
- Send Manpower Report to Concern HOD's
- To impart Recruitment and training to causal workers and employees.
- Responsible for checking contract labour bills.
- To Monitor Canteen,Housekeeping And garden Activity
- Ensuring Good Housekeeping in the Admin Office and All Factory Premises Area
- Attending training as and required.
- Arrangement of All events.
- Follow Safety and PPE
- To handling Supply Chain Management System
- To monitoring ad checking all records at Security Gate on daily basis
- To take regular/Surprise plant round and checking of unsafe act, conditions Tobacco,Gutkha,Cigarettes,Mobile,etc In the factory premises.
- Liasining to local Police,Corporator,Government offices etc.