

PRABALYA KUMAR

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INDIAN ARMY - ADMINISTRATION & HR MANAGEMENT / SAFETY & SECURITY

Leverage over 23 years chronicle of success and building outstanding workplaces & performance-driven organizations

Seeking a challenging position with an organization that helps achieve professional accolades through excellence in teamwork and contributing to organizational & personal growth.

■ PROFILE SYNOPSIS

- A **dynamic and focused seasoned Military Veteran** reputed for producing top-notch work, handling a wide range of highly specialized functions, including delivering professional & efficient support. Proven exposure in managing a gamut of activities such as administration, Safety & Security, Facility, Access & Inventory Control.
- Tracking metrics and performance indicators. Brilliantly capable of producing top-notch work, handling a wide range of highly specialized administrative & operational support functions. An insightful front-runner with a proven track record in initiating physical security surveys, advised equipment upgrades, different security systems to safeguard facilities & documents.
- Possess the ability to look at the big picture, forecast, scenario simulation, and drive the bottom line. Displays an outstanding level of numeracy with a high standard of personal integrity and decisiveness.
- The impressive history of repositioning organizations in changing business scenarios to achieve operational and service excellence.

CORE SKILLS:

- Administration Management
- Strategic planning and support
- HR Management
- Access & Inventory Control
- Equipment Damage
- Life & Property Protection
- Risk Assessment
- Operational Efficiency
- Facilities Management
- Compliance Management
- Team Management
- Leadership Skills

■ EMPLOYMENT HISTORY

2022 – Present

Tendering and Bidding Senior Officer, CE Installations, Mosta, Malta

- Facilitate the efficient administration of bids, bid reviews, and associated bid documentation.
- Assist in producing final bid documents and ensuring timely delivery to customers within defined tender deadlines.
- Format, collate, and present bid and proposal documentation in a professional manner.
- Monitor bid/quotation processes, providing weekly status and exception reports as required.
- Undertake procurement tasks as necessary to support bidding activities.
- Provide cover for Sales Coordinator duties when required.
- Liaise and collaborate with the company's procurement department.
- Coordinate with the Security Controller to ensure the safekeeping of classified documents, adhering to procedures and regulations.
- Worked well in a team setting, providing support and guidance.
- Worked effectively in fast-paced environments.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Excellent communication skills, both verbal and written.
- Passionate about learning and committed to continual improvement.
- Proved successful working within tight deadlines and a fast-paced environment.
- Organized and detail-oriented with a strong work ethic.
- Paid attention to detail while completing assignments.

■ 2019 – 2022 WITH SOMANY CERAMICS LTD

Succession Path:

- Manager – Showroom & Administration
- Assistant Manager – CSR & Business Development

Report to VP –to orchestrate general administration, CSR & business development activities across Bengaluru & 5 states in Southern region of India, foster employee engagement, control learning & development programs for stakeholders, gained in-depth knowledge of multi-channel processes such as online marketing & value-added services, communicate & mediate with the general public to promote social responsibility and fulfill organizational goals & commitment towards society.

KEY INITIATIVES & RESULTS DRAWN

- Facilitate end-to-end administrative tasks and prepare work programs and annual plans and objectives of the department.
- Develop and monitor KPIs of the workforce to ensure achievement of the defined standards.
- Oversee Somany Experience Center, the largest Somany Company Operated Company Owned showroom in India, administrate staff, ensure cleanliness, operating budgeting, arrange merchandise and regulate employee performance
- Work with companies to improve business strategy and overcome existing challenges.
- Demonstrate excellence in delivering professional and efficient support, contributing to the group's overall performance productivity by establishing team spirit and ensuring smooth functioning.
- Monitor reports on defined executive operational metrics, guide documentation and correspondence for various requests and messages, and maintain records and other documents in strict confidence.
- Create and organize information and generate reference tools for easy use by the office.
- Accountable for developing, reviewing, and improving administrative systems, policies, & procedures; ensuring optimal availability of necessary supplies and equipment
- Brainstorm on company branding strategies, win potential new clients for additional business, liaison with Government & other private stakeholders and competently increase revenue by 12%.
- Improvise marketing deliverables, identify key marketing strategies to promote B2B & B2G business relationships, and grow Customer Lifetime Value (CLV) by 5%.
- Mentor, coach, motivate, & drive for desired business and operations results and build sustainability.

2002 – 2019 WITH THE INDIAN ARMY AS SUPERVISOR – LOSS PREVENTION & SECURITY

Led a team of 30 & supported 700 personnel in the unit, instituted comprehensive security policy, procedures, internal investigations, strengthened executive protection, physical security assessment, invented strategies to address physical security & disaster recovery, analysed varied security reports to foster compliance with organizational, physical security standards, participated in UN Mission peacekeeping activities at Congo as member of a cross-functional team of 800 and at the Brigade HQ coordinated to support ~2K personnel representing 3 units deployed in the fiery region

KEY INITIATIVES & RESULTS DRAWN

- Led the creation and implementation of policies and programs.
- Pioneered physical security surveys, advised equipment upgrades different security systems to safeguard facilities & documents, and reported zero incidents through the tenure.
- Mentored 700+ personnel on physical security programs, boosted document accuracy on security clearances by 95% via strict control measures, and attained zero loss of equipment worth INR 10CR
- Protected civil population of 10K, prevented conflicts, promoted peace, strengthened security measures, and empowered national authorities to assume routine responsibilities.
- Accountable for looking after and implementing operational procedures for efficient workflow.
- Successfully set budgets and targets and monitor the company's performance.
- Assessed staff performance and provided coaching and guidance to ensure maximum efficiency.
- Ensured the smooth and adequate flow of information to facilitate other business operations.
- Successfully implemented a comprehensive information security program to cover a wide range of security concepts such as information assurance, physical, operational, and personnel security.
- Led physical security vulnerability assessments on classified & unclassified multimillion assets on 3 campuses, including warehousing, shipping, and receivables.

Assistant – Security & Administration

- Successfully steered a team of ~6 junior members, assisted the Commander with seamless routine operations, managed complex schedule, secure, confidential information, authored reports, records & critical enquires, maintained advance security at the line of duty, and mediated with prime international counterparts such as US, Uruguay, Bangladesh, Pakistan, South Africa & Nepal.
- Enforced stringent security measures for preventing entry of intruders and anti-social elements in the unit premises and reported zero incidents through the tenure
- Played a key role in significant & strategic inbound and outbound military exercise with United States Army

■ PRIOR WORK HISTORY

1999 – 2000 WITH MASTERS AUTOMOBILE AS ADMINISTRATIVE SUPERVISOR

■ ACADEMIC CREDENTIALS

- Masters in Data Analyst, 2020
- Diploma In Safety and Disaster Management, Andhra University, 2019
- Graduation from Army
- Bachelor of Technology in Computer Science, 2006
- Diploma in Automobile Engineering, 2003

■ CERTIFICATE

- HAZWOPERM | CPD Certification Service, UK, 2021

- Lifting Operations | ROSPA CPD Approved, 2021
- Essentials of Fire Safety Principles, Emergency Response Principles, First Aid at Work | KHDA, UAE | 2021 DMAERP | CPD Standards Office, UK, 2021
- Investigating Incidents, ISO 45001 Audit Awareness, 2019

■ AWARDS

- Certificate of Appreciation, Indo - US Joint Military, US Army, 2018
- Appreciation Certificate from General Officer Commanding (GOC), 2014
- Best Student in Battle Field Nursing Assistant, 2012

■ PERSONAL DETAILS

- **Languages Known:** English, Hindi, Malayalam, Tamil, Kannada, Telugu
- **Location:** Hyderabad (Open to Relocation)