

CURRICULUM VITAE

PERSONAL PARTICULARS

Name	Jai Kishore Mishra
Father's Name	Kaushal Kishore Mishra
Date of Birth	24 August 1978
Nationality	Indian
Marital Status	Married
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An accomplished Naval Veteran with over 25 years of experience in the areas of Facility, Security and Administrative Management function seeking managerial tasks with highly reputed organizations where I can utilise my talent, knowledge and experience.

CAREER PROFILE

- A dynamic professional with over 25 years of rich experience augmented by a strong post- secondary background in Facility, Security, Safety and Administration functions to guard against theft, sabotage, pilferage, strike, violence, accident hazards including fire hazards; to provide basic amenities to employees, ensuring proper housekeeping, maintain stock levels and parts within budget, schedule and supervise maintenance repair work and assist with checking installation and servicing building equipment; ensuring NBC guidelines/ compliance followed.
- Strong acumen in Physical Security Management & General Administration of highly sensitive facilities along with expertise in Security Analysis, Threat Evaluation, Deployment, Audit and Review of Security set-up.
- An enterprising administrator with strong communication, listening, methodical, problem solving & interpersonal skills as well as ability to understand client's needs.
- Excellent communicator with strong time management skills, highly organized, self-directed, and efficient, consistently meet stringent deadlines.
- Possess excellent motivation skills, with the capability in displaying the confidence needed to face the toughest leadership challenges.
- Ability to understand the purpose, objective, practices and procedure of department.
- Ensuring AMC and PPM of facilities.
- Skilled in managing manpower and ensuring optimal utilization of available resources.
- Experience of working on various access controls (Lenel, Gallagher, Envoy and HID), various CCTV applications (Hik-vision, exaq-vision, milestone and Honeywell).
- Skilled in managing manpower and ensuring optimal utilization of available resources.
- Supporting for internal / SOC audits and ISO 27001, 45000, 14001 certifications.

AREAS OF EXPERTISE

- | | | |
|---|-------------------------------|--------------------------------|
| - Security Management | - General Administration | - Transport management |
| - Training & Development | - Facility & Asset Management | - Liaison & Co-ordination |
| - First aid & Fire Fighting | - Mail and Communication | - Man & Material Management |
| - Team management | - Decision making | - Business acumen |
| - Logical reasoning | - Investigate mindset | - Contingency planning ability |
| - Strong procurement and negotiation skills | | |

EMPLOYMENT SNAPSHOT

S.No	Name of the Company	Designation Period
01.	Jade Global, Associate Manager (F&O)	31 Mar 22 to till date
02.	Cotiviti Manager Corporate Security	Oct 2021 to 17 Feb 22
03.	STTelemedia Global Data Centres Physical and Environmental Security and Corporate Services Lead	Jul 2020 to 01 Oct 2021
04.	Reliance Jio Infocomm Limited (Security Loss Prevention Manager & Loss and Prevention Officer)	Feb 2019 to Apr 2020
05.	Larsen & Toubro (Defence) Security Officer(L&T SBC, Vizag)	Oct 2017 to Jan 2019
06.	Indian Navy Master-At-Arms	Jul 1997 to Jul 2017.

HIGHLIGHT OF PROFESSIONAL EXPERIENCE

Jade Global

Associate Manager (Facilities and operations Pune region)

- Ensuring safety, security of employees, assets and office.
- Ensuring admin support to employees, with respect to housekeeping, workstations, meeting rooms, refreshments and other facilities.
- Timely PPM of ACS, CCTV, FAS, UPS, AC.
- Selection of vendors, preparing agreements, clearing invoices and resolving issues with respect to vendors/ services.
- Supporting, during audits (internal or external), preparation of policy (security, EHS, facilities, etc.).
- Conducting fire and evacuation drill (as per compliance).
- Providing access level to employees as per policy for classified areas.
- Raising PR.
- Maintaining Records for internal/ external audits. Audit for ISO 27001, 27701, PIMS certification, SOC 2 conducted.
- Ensuring BCP process followed.

Cotiviti

Manager Corporate Security

- Ensuring full proof corporate security, clean floor security.
- Mapping of access rights as per nature of work to employees.
- Monitoring and operational status of CCTV, access control system and visitor management system.
- Ensuring security of Server rooms, hub rooms, and other critical areas.
- Mapping and installation of CCTV cameras and access card readers at new office (Coimbatore and Hyderabad).
- Ensuring proper maintenance of records (Gate pass, assets movement, visitors, etc.)
- Evacuation and safety training for employees.
- Coordination with agencies while conducting fire and safety drills.
- Ensuring fire and safety guidelines followed as per NBC.
- Ensuring escorts to lady employees during silent hours while transportation.
- Ensuring safe and secure working environment.

STTelemedia Global Data Centre

Physical and Environmental Security and Corporate Services Lead

- Plans and measures taken to protect systems, buildings and related supporting infrastructure against threats associated with their physical environment.
- Ensuring four layers of security for Data Centres.
- Implementation of visitor management system.
- To ensure the data centres appropriately protects buildings and rooms to prevent unauthorised access,

damage or interference to the information systems therein.

- Assist in developing, maintaining, and implementing security emergency management procedures and plans.
- Support in implementing safety and security awareness programs. e.g. information security, personal security & safety programs.
- Establish liaison and contact with external authorities like emergency services and law enforcement agencies, fire department officials on the local level.
- Manage in conducting the risks audits and identify areas that may affect the ability of the company to operate and evaluate their impact to achieve profitability.
- Assist in identifying and assessing in risks and develop plans to mitigate key exposures to people, operations, assets, information, intellectual property, and reputation.
- Provide security advice and support to the GM security& local business leadership.
- Formulate standard operating procedures topics and trained different contingency teams that as emergency response team fire fighting board evacuation team medical team exactra to handle and emergency situation as may arise at the centre design modify and regularly update the security manual to include all aspects of safety and security.
- Ensuring essential services provided to employees and clients.
- Processing for payment for all invoices for essential services provided by vendors.
- Transport management, canteen services, conducting various events (Republic day, Independence day, Diwali, Christmas and other social gathering).
- Ensuring the facility is fully operational with all utilities functioning properly
- Schedule and supervise maintenance repair work and assist with checking installation and servicing building equipment.
- Maintain stock levels and parts within budget
- Ensure compliance with state and federal regulations, and assist with energy management
- Oversee security of buildings and grounds
- Maintain ongoing communication with contractors, clients, and team
- Sourcing and overseeing contracts and service providers for functions such as catering, cleaning, parking, security, and technology
- Advising businesses on measures to improve the efficiency and cost-effectiveness of the facility
- Supervising teams of staff across different divisions
- Ensuring that basic facilities are well-maintained and conducting proactive maintenance
- Dealing with emergencies as and when arises.
- Managing budgets, Vendor management.
- Ensuring that facilities meet compliance standards and government regulations
- Planning for the future by forecasting the facility's upcoming needs and requirements (52 week planner).
- Overseeing any renovations, refurbishments, and building projects
- Drafting maintenance reports.

Reliance Jio Infocomm Limited

Loss Prevention Manager Loss and Prevention Officer

- Conduction monthly audit of Jio Points (Business outlets), Jio Store (Jio Retail outlets) and Jio Centres (Ware house).
- Audit of Security Automation Systems at business Out lets and at Ware House and ensuring its operational status.
- Ensuring safety of Staff, assets and continuity of business operations.
- Conducting fire, safety and first aid training to Employees and staff.
- Conducting Investigation of Fraud, and mitigation.
- Entrusted in developing and administering company security programs to guard against theft, sabotage, vandalism, Strike, violence, or other threats against the company or its employees.
- Managing the entire security set up including implementing & monitoring the Exit / Entry system for movement of personnel, vehicles, Raw materials etc.
- Developing & planning new security plans from time to time, so that it will help in reducing risk by ensuring mitigation of prevailing threats.

- Investigations of various cases i.e. theft, fraud, loss, unauthorised entry, any accidental and thus submitting report to higher management for due course of action as per company policy.
- Planning and execution of effective gate pass for asset movement/ Visitor management to prevent and reduce any potential loss to the company's core business.
- Responsible for incident and accident reporting to the management as per the laid down process.
- To evaluate the incidents and plan preventive action to avoid conversion to accident/ technically analyse incidents and accidents for root cause analysis.
- Intelligence collection/ managing network of personnel giving information secretly and updating the higher management time to time.
- Security training to all security staff frequently to make them acquainted about their roles and responsibilities/ existing security policy.
- Ensuring firefighting effectiveness of network at all times through the offices/ warehouse.
- Planning and deploying fire prevention measures including firefighting training & mock drill at various warehouses.
- Planning and implementing security awareness programmes to all levels of management and employee position at respective ware house location within the state.
- Security management, CCTV camera's vigilance and intelligence output on focused functional requirements.
- Gate control including verification of Contractors & Labours, Visitors, Men and Material were done in efficient manner.
- Carry out pre-employment verification within time of on roll staff/ contractual staff/ associate business partner i.e. Vendors as per company laid down procedure.
- Carry out surprise security audit at different location/ offices within the state frequently and thus report the matter to concerned if there is any deviation.
- Conducting investigations of internal incidents and oversaw corrections to prevent future loss of property.
- Investigation of theft, pilferage, sabotages and damages cases reported from various locations and timely closure with due diligence. Preparing reports, filing FIRs and recommending penalties to the guilty.
- Liaise with local Governing Authorities like Police Stations, Labour department, local agencies, lawyer and unions. Guiding team for the common goal of solving issues related to security.

Larsen & Toubro (Defence)

Security Officer

- As Admin was also the part Security department, facilitating the requirements of staff and employees with relation to project.
- Handling of day to day Security and administrative activities in co-ordination with internal/ external departments for smooth project operations.
- Policy enforcement on the employees, Discipline, convincing people to adhere company norms/any directive issued by higher management and Navy from time to time.
- Responsible for incident and accident reporting to the higher management as per the laid down procedure. To evaluate the incidents and plan preventive action to avoid such incident in future and thus saving company revenue.
- Implementation of stringent security measures at offices and manufacturing units within the plant to safeguard company property/ due order prevail at all location to avoid any loss/ company revenue.
- Assisting Naval staff with relation to following security norms and various exercises conducted by Navy.
- Liaising with Naval, Police, Civil and various authorities for the trial/ movement and fulfilling the other requirements occurred for project success.

Indian Navy

Master-At-Arms

Worked at Naval Dockyard

Various Naval Ship and establishments (Various Commands)

Training Establishment (Leadership and Management & Naval Provost and Regulating School)

- Optimal use of security manpower along with the security technology.
- Maintaining records Management (for Vehicle IN/Out, Gate Passes (Returnable/ Non Returnable), Visitors, Key).
- Conducting investigation of theft, pilferages and sabotages
- Maintenance of discipline amongst the Naval personnel, and enforcement of law/ rules/ regulations/ orders of Naval and Civil authorities within area of jurisdiction.
- Investigations of various cases viz theft, accident, unauthorised entry, fraud including murder and sexual abuse etc.
- Handling disciplinary procedures including enquiries and conciliation proceedings. □ Taking surprise rounds during silent hours to ensure standard of discipline is maintained.
- Ensure compliance with statutory regulations and interfacing with Government Bodies for the same.
- Recommending protective measures, assisting in Security clearance for new employees and visitors as well as conducting internal investigations related to sensitive security issues.
- Applying exemplary surveillance skills for detection and investigation of cases i.e. theft, pilferage, criminal misappropriation, sabotage, traffic accidents etc.
- Ensuring internal cohesion in the organisation by maintaining a clear communications network between the various levels.
- Maintaining a good chain of informers, Liaising with government Agencies, Institutions, Corporate, law Enforcement Agencies for collection of information pertaining to investigation of cases□ Coordinating with the organisation response to a crisis/ emergency in an effective, timely manner, disaster/emergency management programs.
- Collecting and communicating intelligence, verifying information, mapping deviations and facilitating the institution of corrective measures.
- Maintaining harmonious relations with employees in an industrial establishment.
- Monitoring official documents such as letters, memo's and reports for reviews by the Top management & other related documents as monthly/ half monthly statements/ registers/Manuals.
- Security strategies, team command & control and cost-effective manpower utilization & training including disciplinary functions.
- Liaison and PR with government, non-government agencies, local/regional authorities and non-profit and voluntary organizations.
- As a Liaison in-charge with various civil agencies for co-ordination and security of VIP/VVIP visit including Governors, Chief Ministers of various states.

Honors and Commendations

I have been honored as Participating member of said events/ ceremonies/ programmes:-

- International Fleet Review 2016 (at Visakhapatnam) as member of Organising Committee and supporting team.
- 4th Military World Games (14-21 Oct 07) as member of Organising Committee
- March passed in Republic Day Parade (Main Contingent), 1999.
- After induction in Regulating Branch, n number of times participated in National ceremonial events in Delhi, i.e., Republic Day Parade, Independence Day, Escorting of VVIP's/ VIP's.

MEDAL/ DECORATIONS/COMMENDATIONS received during service tenure: -

- 50th Anniversary of Independence Medal
- Operation Vijay Medal
- Commanding-in-Chief (Western Naval Command) Commendation
- Long Service Medal – 9 Years
- Long Service Medal – 20 Years

EDUCATION AND CERTIFICATIONS

- Graduate (Bachelor of Arts) from Jamia Milia Islamia University, New Delhi
- Graduation from Indian Navy (Ministry of Defence, GoI).
- Post Graduate Diploma in Personnel Management & Human Resource Development (PGDPM & HRD), Balaji Institute of Management studies (BIMS), Pune.

OTHER CERTIFICATION COURSES

- Advance Diploma in Security management and Policing duties from Naval Police School, Mumbai.
- Diploma in Industrial Security and Security of industries/port from Naval Police School, Mumbai.
- Basic firefighting and Damage control including nuclear biological & chemical defence course, Mumbai.
- Basic traffic management course, Traffic Institute Mumbai Police, Mumbai.
- Diploma in Security management and Disaster management from Naval Police School, Mumbai
- Diploma in Fire Management, Fire Fighting & First Aid (Fire Officer Course), National Institute of Security Management (NIMS), Bangalore.
- Diploma in Petty Officer Leadership Course, Coimbatore.
- Diploma in Training Technology Instructor Course, Cochin.

MY STRENGTH

- Quick learner
- Disciplined and pleasing personality
- Confident
- Good communication and interpersonal skills
- Flexible
- Zest for knowledge
- Punctual
- Positive attitude
- Sober in Nature
- Proactive
- Patience
- Result oriented approach
- Ability to convince
- Determination
- Ability to lead the team
- Adaptability in demanding managing environment
- Take Responsibilities
- Teamwork
- Co-operative
- Exposure to industrial environment
- Ability to make liaisons
- Total commitment and loyalty to the organization
- Preference to work

HOBBIES

Sports (Swimming, Basketball), Drawing, Painting, Teaching

DECLARATION

I, hereby declare that the above statement is true to the best of my knowledge and concerned documents in support of BIO-Data will be produced as and when required.

Nov 2022

(Jai Kishore Mishra)