

Indra Singh Rathore

Mobile: **+919825322645**

Ahmedabad, Gujarat

Email: indrasinghrathore21@gmail.com



Practical and Field oriented Ex- NCO of Indian Army with 30 years of experience in Security functions, Safety, Liaison and Administration in Army and Corporate Domain.

Currently associated with Cadila Pharmaceutical Limited as Assistant Manager (Admin & Security)
Since April, 2009

- ❑ Responsible for Industrial security of Dholka plant- Cadila Group's flagship manufacturing plant with export medicines products. Handling plant security operations along with Admin activities like Gardening, transportation, Guesthouse management and Housekeeping.
- ❑ Also worked as close protection team member of first family of cadila group including PSO to Hon. CMD of Group.

PROFESSIONAL BRIEF

- ❑ Demonstrated ability to maintain principles protected under all types of internal / External pressure and situations. High quality analytical skills, observation skills and crisis management compétences.
- ❑ Good at Executive protection, Physical/Electronic security, Fire & Safety, General administration, investigation, vigilance, liaison with local government administration.
- ❑ Ability to lead team of security guards, supervisors and contractual security staff to protect company property, people and proprietary experience.
- ❑ Soldierly and combat skills as part of premier infantry battalion of Indian Army- The Rajput regiment

PROFESSIONAL WORK EXPERIENCE

Cadila Pharma Dholka Pant Head – Admin & Security (Ahmedabad) – May 2022 to till date 2023

- Worked as second line manager for safeguarding the company's assets.
- Was responsible for multi-location physical security, Safety of employees, visitors, facilities and assets of the organization.
- Managing a team of 50 security personnel & 60 contractual security guards.
- Managing a team of 02 garden personnel & 25 contractual gardeners.
- Managing a team of 03 drivers & 08 contractual drivers.
- Managed the development and implementation of company security policy, standards, Guidelines and procedures to ensure ongoing maintenance of security.
- Implemented security measures, ensuring effective access control & security procedures in Company's plant, locations/sites
- Selecting and deployment of security personnel, installation and AMC of sensitive electronic security gadgets.
- Coordinated security efforts across the company including, IT, HR, Communications, legal and facilities management.
- Liaison with Government bodies / Locals at all level.
- Timely completion / follow up of statutory compliances and generating security MIS.
- Assisted company management in Industrial relations and labor related matters.



Safety/Risk Management

- Ensured operational readiness of Disaster management and emergency response plan.
- Evaluated and recommended improvements on the adequacy and effectiveness of risk management processes and worked with outside consultants as appropriate for independent security and safety audits.
- Promoted physical security, safety awareness for managers, employees and contractors through the development and delivery of presentations and information.
- Counseling/ grievance handling of the employees to maintain a healthy work environment and facilitating employee Satisfaction.

Company Cadila Pharmaceuticals Limited as in **Admin & Security**
(March 2009 to till date 2023)

General Administration:

- Developed systems and procedures Vis' a Vis' Admin related work i.e. Guest Houses, Canteens, workstations, Posts & Couriers / Horticulture, pool cars and staff transport.
- Provided active administrative support in efficiently conducting various pharma audits i.e. **USFDA, MHRA, WHO, TGA, ANVISA and GMP norms** etc.
- Established effective liaison with local law enforcement agencies (Police, District-Administration and Locals).
- Handled workers union related issues effectively at manufacturing plants as well as in the field operations.

Security Functions:

- Implemented security policy, SOP, Fire
- Safety standards and effective security arrangements.
- Implemented system of SAP entries of man, material & vehicles at security gates across the company.
- Effectively controlled Pilferage and thefts of raw material / Finished Goods.

Indian Army (as infantry combat soldier) - (Since 1991 to 2009)

- Responsibility
 - Security patrolling, area checking and day to day ops activities
 - Logistics & inventory management, guarding of area of responsibility

PROFESSIONAL COURSES ATTENDED

- V.I.P. Security Course in NSG
- Black Cat Commando Course NSG
- Security Training Certificate (Army)
- Fire Fighting Training
- Combat Battle School Training (CBS)
- Kargil Battle School Training (KBS)
- Technically Proficient user of MS office, MS excel, email and Internet

ACADEMIC QUALIFICATION

- Bachelor of Technical, Military and Strategic Leadership
- Unit Education Instructors (UEI) course from Panchmadhi (M.P.)



PERSONAL DETAILS

Date of Birth : 1st January 1972

Address : A-156 Karnavatinagar Society, Nr Sitaram Bapa Chowk New Naroda, Ahmedabad

Passport : No

