**RAKESH KUMAR TIWARI**

**Administration l Security l Loss Prevention l Vigilance l Investigation l Risk & Fraud Management l**

**EMAIL ID-** [**RKT343@GMAIL.COM**](mailto:RKT343@GMAIL.COM)

**MOBILE NO- 9882438596**

**CORE COMPETENCIES**

**Administration, Security, Loss Prevention Investigation & Vigilance**

**Risk & Fraud Management Vendor management**

**Inventory Control & Inspection Advanced Security & It System Audit**

**Warehouse Operation & Inventory Audit MIS reporting and SAP**

**Material/Inventory Management Quality Control & Assurance**

**Reporting & Documentation Training, Team Building & Leadership**

**PROFILE SUMMARY**

* Experience as subject matter expert in Administration, Security & Loss Prevention, Audit, Compliance and Ethics.
* Cross functional experience in Vendor management, Transportation & Parking Management, Canteen management, Vigilance, Intelligence, Safety and Fire Fighting. Development, definition and meeting of key performance metrics/scorecard.
* Significant experience with business continuity program development, Risk & emergency management.
* As a military veteran, managing security teams assigned to multiple sites, Experience in program management, Crisis management, strategic planning & initiatives.
* Well versed in state of Art Security management, CCTV and access control system.
* Demonstrated experience with investigations case management.
* Budgeting and accountability for security projects, programs and initiative.
* Solid command of EHS program components with emphasis on global legal compliance.
* Effective leader with Excellent communications, Problem-solving, Team building and motivational skills to sustain growth momentum while motivating & engaging employees.

**Discharge of Function:**

* Managing Administration, Security, safety, Loss Prevention, Vigilance, Fraud Control, Access Control, IT Security, Risk Mitigation, Internal Audit, Training, Liaison and inter-department coordination.
* Well versed with Administrative and Security activity of multiple sites (Administration, Pest Control, House Keeping, Canteen, Transportation, Event Management, Guest Room, VIP and Visitor Management and Loss Prevention) on time bounded manner.
* Long experience in ensuring serviceability of all equipment, renewal and continuation of all AMC. Manage procurement of consumables, goods, services maintenance contracts.
* Work closely with HR, finance, recruitment teams and senior management in executing various requirements.
* Identify work closely with vendors to source the best services for the organisation.
* Ensure monitoring and keeping record of employee’s transportation and hired vehicle, monitoring activities of contract workers.
* Ensure coordination with Workers/Labour Union for smooth functioning, maintain healthy relation and deal diplomatically with Labour Unions.
* Direct planning and organising various office events such as annual event, picnic, cultural events, etc.
* Maintain healthy relationship with Police, Fire Department and other civil Agencies.
* Participating in effective Hiring, orientation, Training, Development and retention of employees with a dynamic leadership style.
* Maintain and develop Standard Operating Procedure (SOP) for swift and smooth Business activity of organisation.
* Prepare departmental and AOP capex budget for multiple sites.
* Maintain and proceed all Inventory audit Procedure.
* Advice and make recommendation to the management to enhance the quality of Security, Loss Prevention, Internal Audit, Risk Mitigation, Vigilance and Administrative challenges.
* Maintain Liaison with Multiple Department and agencies for desired result and smooth Functioning.
* Develop an effective Intelligence & vigilance network in line with management requirement and keep entire security matrix in excellent operation.
* Ensure that regulation of Vehicle, Parking management and internal traffic control to prevent accident in premises.
* Ensure checking/frisking of all Permanent, Casual, Contract and Associate Employee/Workmen while Entering and Exiting.
* Ensure and maintain records of Pest Control. Company/Hired Transport, Guest Room, House Keeping and Event Planning.
* Monitoring and Verification of Data like CCTV and Access Control.
* Ensure physical verification and record of Material IN/Out at the Main Gate.
* Conduct Internal Security Audit periodically, observe vulnerability of process and reports send to management to aver future recurrence.
* Skills development, Motivation and periodic Training to executives on time basis and on requirement as well to improve Morale, Discipline and Dedication.
* Provide Fire Fighting, Emergency Evacuation and Safety training on periodic basis to all employees.
* Advance mitigation plan against COVID-19 for multiple sites.

**Professional Soft Skills**

**People Management skills. Negotiation Skills & High Motivation Level.**

**Excellent communication skills. Demonstrated ability to lead from front.**

**Clarity of thoughts and perseverance. Soft skill Customer relation and multi-tasking ability.**

**Computer Skills**

**Excellent working Knowledge of SAP and Advance Excel.**

**Power Point Presentation**

**Packages- MS Office, Share Point, SAS.**

**Previous Experience:**

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| --- | --- | --- |
| **Company** | **Designation** | **Period** |
| RELIANCE SMSL LTD | Assistant Manager | 21 Jun 2019 – Present |
| Zydus Cadila Healthcare Ltd | Security and Vigilance Officer | Jan 2019 – Jun 2019 |
| INDIAN ARMY | Executive | Sep 2002 – Oct 2018 |

**EDUCATION QUALIFICATION**

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| --- | --- | --- | --- |
|  | **Specialization** | **Institute** | **Percentage** |
| **Post Graduation** | **Security and Intelligence Management** | OSSIM | 70% |
| **Graduation** | **Economics** | IGNOU | 59% |
| **Higher Secondary** | **Commerce** | BIEC PATNA | 64% |

**CERTIFICATION**

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| --- | --- |
| **Certification** | **Institute** |
| Forensic Accounting and Fraud Examination | **Erasmus University Rotterdam** |
| International Security Management | **West Virginia University** |
| Human Resource (Managing Employee Problem) | **LinkedIn** |
| Interviewing Techniques | **LinkedIn** |
| Risk Management | **LinkedIn** |

**EXTRAORDINARY ACHIVEMENTS**

* **SOLO FLIGHT ONE (01) MICROLIGHT FLYING**
* **PRESIDENTIAL MEDAL**
* **BEST INVENTORY AUDITOR RECOGNISED BY NATIONAL HEAD IN 2019.**

**PERSONAL STRENGTHS**

Managerial Leadership, Get-it-done Attitude, Ability to Accept Challenges, Understanding of how to Work in Team and Independently, Excellent Communication & Interpersonal skills, Ability to Analyze the Situation and Derive Logical Solution. Multi-Tasking, Ready to learn more, Time bound Performance, Determination and Dedication.

**PERSONAL PROFILE**

DOB : 01 Aug 1982

Marital Status : Married

Nationality : Indian

Known Language : English, Hindi and Maithili

Interest and Hobbies : Adventure and Reading

**DECLARATION:**

I hereby declare that all the above information is true to the best of my knowledge.

Date: 23 Mar 2020 RAKESH KUMAR TIWARI

Place: Indore (MP)