**RESUME: COL RK SHRIVASTAVA**

**COL RAJESH KUMAR SHRIVASTAVA (RETD)**

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**ADMINISTRATION / SECURITY /INFRASTRUCTRE AND FACILITIES MANAGEMENT**

Seeking senior management assignment in the domains of/Administration / Security / Infrastructure and Facilities Management with a progressive organization in India.



**PROFILE**

* Distinguishedcareer of 31 years as an Officer in the Indian Army with comprehensive multifunctional experience, in leadership roles, including – HR, Administration, Security, vigilance, PR/ Liaison, Event Management, Logistics Management etc.
* Demonstrated professional maturity in designing and implementing strategic security set up to weave a seamless security cordon to ensure total security & safety to organization’s material, information and human assets. Adept in administering access control systems including - metal detectors, electronic alarm system, close circuit system, door frame metal detector systems etc to check unauthorized entries.
* Proven capabilities in driving entire range of HR related functions including recruitment, selection, training & development, performance appraisal, grievance handling, discipline etc to build and retain a cohesive and committed workforce. Strong record of leading large contingent of manpower and directing/unifying their efforts to facilitate realization of organization’s objectives. Adept in setting up effective liaison with civil authorities / Govt agencies to secure needed support as needed to accomplish the assigned work.
* Acknowledged competencies in providing administrative support in terms of -infrastructure & facilities management, procurement of office inputs, maintenance/usage of vehicles, concluding AMC for office equipments/machines, event management, housekeeping, travel support, fire fighting etc - to ensure hassle-free office operations. Proficient in streamlining logistics operations to ensure availability, safe storage and movement of precious equipments and materials overcoming all environmental deterrents.
* Articulate, assertive and disciplined with ability to deliver superior performances under demanding work environments. Superior verbal and written communication.

**KEY STRENGTH AREAS**

• HR & Administration • Security Management • Infrastructre Management. Access Control System • Facilities Management • Procurement /Logistics/AMCs • General Surveillance • Liaison/ Coordination •Team Leadership



**PROFESSIONAL EXPERIENCE**

**Security Head ( Chief Security Officer) MGM Aurangabad wef 05 Oct 2017 till 30 Jul 2019.**

**The responsibility encompass’s all aspects of Security and Administration to include fire fighting for MGM Hospital ( 800 beds) with an average OPD of 1500- 2000 per day, Medical college, Engineering College and 21 other academic institutions ,boys and girls hostels ,sports stadium cum complex etc spread over 72 acres in the heart of the town.**

**Major achievement/ Highlights Civil tenure**

* **Formulated and successfully effected SOP ‘ Code Violet' against violence/ threat of it against Doctors/ Medical Staff.**
* **Effectively set precedent and tackled issues related to eve teasing, ragging, parking,discipline with respect to students,staff and civilian visitors of patients including those with political backing.**
* **Successfully implemented Fire Fighting practice with evacuation of patients, salvaging of equipment etc co-opting Fire Brigade.**
* **Introduced an effective ‘Vistors Pass' system for patients relatives.**
* **Effectively handled strike by house keeping staff and their issues of discipline.**
* **Effectively and successfully handled threat by local youth political group trying disrupt Annual Day function.**
* **Effectively enforced dress discipline for Medical Students.**
* **Effectively changed the Parking and Security Contracor against all manner of personal threats and threats to the Management/ Organisation.**

**Army Tenure**

**Retired as Colonel on 30 April 2016. Total 31 years experience.**

**Major Job Responsibilities (Army Tenure)**

**Human Resource Management /Training & development**

* Contributed effective managerial inputs to steer entire range of Human Resource Management activities to facilitate building a strong, cohesive and committed workforce. Organized ‘Recruitment Rally’ at Nasik Rd, Artillery Centre, to process, screen, test and select recruits from 1000 applicants. Efficiently applied tools like screening, documentation, physical fitness tests, medical examination and written tests to finalize selections. .Arranged induction trainings to enable new recruits integrate with organization’s systems and procedures.
* Led large contingents of manpower and judiciously balanced their engagements across diverse work assignments to maximize overall team productivity.
* Provided constant motivational inputs to the workforce to keep their morale up and high in difficult and isolated work environments.
* Ensured observance of army procedures of wages & salary administration, grievance handling, discipline, employee welfare schemes, orientation, leave planning etc to provide work ambience of equity and equality.
* Conducted performance appraisal of senior/middle level officers andidentified high fliers to provide them avenues for faster personal and career growth. Effectively implemented staff /family welfare schemes to secure staff’s undivided focus to the assigned tasks.
* Identified training needs, charted training schedules, and designed training curriculum customized to participants’ needs and ensured attendance of the participants, to keep their functional skills up-to-date.
* Evaluated training effectiveness with structured feedback system to ensure perfect training delivery. Conceptualized and implemented strategies for building team effectiveness by promoting spirit of cooperation.

**Administration/ Facilities / Event Management**

* Effectively managed a large fleet of vehicles and maintained them in roadworthy condition ensuring strict observance of maintenance schedules. Maintained reasonable stocks of various spares to address maintenance/ overhauling needs.
* Streamlined catering service delivery ensuring observance of highest standards of hygiene and cleanliness. Demonstrated functional maturity in fire fighting, safety and confronting disasters.
* Managed procurement of all office inputs/ equipments and concluded AMCs to ensured uninterrupted availability thereof to support office operations.
* Wide experience in managing high profile Events witnessing huge attendance with complete detailing and conducting of inspection of facilities / operational units.

**Security**

* Mapped security needs of the unit and implemented strategic security set up to weave a seamless security cordon to ensure comprehensive security & safety to organization’s material, information and human assets. Efficiently administered access control systems including - metal detectors, electronic alarm system, close circuit system, door frame metal detector systems etc to check unauthorized entries and thwart any attempted misadventures.
* Acquired superior capabilities in crisis management and demonstrated competencies in handling internal security situations such as insurgencies, strikes and agitations.
* Fully Aware of all types of weapons, combat vehicles, communication systems and equipment and their procedures, trials and induction into service.

**Logistics**

* Provided comprehensive logistics solutions to ensure availability, warehousing and movement of materials / essentials / equipments and machines overcoming the rigours of difficult terrains, inclement weather and high altitude.
* Arranged procurement and distribution of perishables including vegetable, fruits, egg & Meat products. Ensured compliance with sorting, sampling, inspecting procedures as per the norms of food safety act.
* Ensured safe and secured storage of materials observing the modernized storage methods considering nature of items. Regulated movement of materials under proper mandate in compliance with the systems / processes.

**Career Highlights**

* Managed 21 gun- salute for Republic Day Parade at Delhi (precisely within 52 seconds) and visiting Heads of State at Rashtrapati Bhavan.
* Organized a ceremonial gun carriage for mortal remains of Head of State. (as Officer Commanding Ceremonial Battery at Delhi )
* Commanded NCC operations across 15 colleges, 30 schools, 2000 NCC cadets spread over an expanse of 200 km.
* Organized camps in tentage for 600 cadets for 12 days with focus on practical aspects of military training and overall personality development.
* Imparted Training to cadets to compete for the prestigious Republic Day parade at Delhi wherein cadets of 17 Directorates participate/compete and also the PM’s parade for PM’s State Banner. ( as Officer Commanding NCC Battalion)
* Efficiently catered to all logistic requirements covering all states of NE (as Deputy Director Administration - a prestigious appointment at NCC Directorate, NE9 Deputy Director Administration)
* Successfully organized ‘Recruitment Rally’ at Nasik Rd, Artillery Centre, to process, screen, test and select recruits from a 1000 applicants.
* Provided comprehensive administrative support to army units entailing maintenance and upkeep of all military assets, infrastructure and planning / implementation of new projects worth crores of rupees. Organized Rally for 1000 plus veterans at Tamulpur, Assam.(as Administrative Commandant at Tamulpur, Assam)
* Successfully led Military operations in J & K at Baramula, Jaurian and Akhnoor; Punjab at Moga; Sikkim High altitude at Menla. Commanded NCC Battalion command in Dibrugarh, Assam.



**EDUCATION**

* PG Diploma in Labour Law & Labour Welfare, Siddharth College of Law, Mumbai – IInd Class
* PG Diploma in Intellectual Property Rights, Siddharth College of Law, Mumbai - IInd Class
* B.Sc (Physics) – Ist Class; Fergusson College, Pune

**TRAINING COURSES ATTENDED (During Military Tenure)**

* Management of Mechanical Transport and Maintenance – Army School of Mechanical Transport Bangalore
* Staff Officers Course – School of Artillery,



**PERSONAL** **DETAILS**

Date of birth : 04 Apr 1962.

Permanent Address : Flat C-203, Mithras Park, Shivar Chowk, Pimple Saudagar, Pune – 411027

Family : Wife (BA, Housewife) and Daughter (Pursuing Higher studies).

Fitness Level : Medical Fit for all duties as certified.

Date: Col RK Shrivastava