Anilraj D. Sankpal

Plot No. 20,

Chatrapati Shahu Colony,

Jaragnagar Road,

Kolhapur.

Date: - 2019

To,

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Sir,

I am glad to be applying for the Suitable Post in your Organization and as a Military veteran with 26 years of Admin, Security & Safety experience in Indian Navy, Reliance Industries, and in Eurotex Industries, Kolhapur. Also, I am experienced in Physical and Electronic Security & Safety including CCTV & Smoke Detector and excellent in MS Office. I am confident in my ability to provide good Administration, Security and Safety for your organization.

I would like to be a part of reputed Industry, where I can utilize skills, knowledge and talent. This would be right opportunity and strongly believe that if given a chance, I will prove myself and contribute to the growth and success of the Organization.

I am dedicated to serving my organization with my excellence. Thank you for your kind consideration.

Thanking you,

Yours faithfully,

**\_\_\_\_\_\_\_\_\_\_\_**

**Anilraj D Sankpal**

**CURRICULUM VITAE**

**Mr. Anilraj Dadasaheb Sankpal 599/B, Plot No. 20,**

**8766945464/ 9552914421 Chatrapati Shahu Colony,**

**[Anilrajsankpal@gmail.com](mailto:Anilrajsankpal@gmail.com) Near Balaji Park,**

**Kolhapur- 416007 (MH)**

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**PERSONAL OBJECTIVE**

By virtue of experience as Executive Cadre in Indian Naval Service, my objective is to seek employment in an organization where my skills and expertise can be utilized for the growth of organization. Interested to work with a leading Institution/ Company with committed and dedicated people, which will help me explore myself fully and realize my potential.

**ABOUT MYSELF**

**Date of Birth :** 06th January 1973

**Language proficiency :** English, Hindi, Marathi.

**Organization Served :** **Indian Navy ( July 1992 to July 2007)**

**Total Service Experience :** **26 Years** (15 years in Indian Navy & 11 Years in Various Industries)

**EDUCATIONAL QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| Examination Passed | **Name of Board / University** | **Year of Passing** |
| Diploma in **Industrial Electronics** | Mumbai University | 1992 |
| Diploma in **Basic Computer & Networking** | Aptech, Mumbai. | 2005 |
|  | Ministry of Defense | 2007 |
| Diploma in **Industrial Safety Management, Fire Fighting & First Aid** | National Institute of Security Management (R) Banglore | 2007 |
| Diploma in **Computer Hardware, maintenance and repairs** | CIST, Pune | 2007 |

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| From | **To** | **Organisation and Designation** |
| Jan 2008 | Jan 2011 | Asst. Manager Securities and Loss Prevention in Reliance Retail Industries, Mumbai |
| Feb 2011 | Till to date | Admin, Security & Safety Officer in Eurotex Industries and Exports Limited, Kolhapur |

**GENERAL ADMINISTRATION**

* **Security Management:** Co-Ordination with Security Agencies for Management and smooth functioning of Security and their related issues. Extra vigilant in upkeeping of all Security Gate records on all gates as well as company premises. **Administration:** Handling of day to day activities for smooth running of Administrative work in organization. Creating and enforcing rules and regulations, planning and coordinating administrative procedures, recruiting and training personnel and allocate responsibilities. Management of the Company vehicles and to be provided as per requirement.
* **Canteen, Housekeeping, Vendor & Transport Management**:- Co-Ordination with Canteen, Housekeeping, Vendor & Transport Agency in all three shifts as per Daily scheduled Canteen services, housekeeping work, Vendors daily required labour supply and transport management as per requirement.
* **Safety Management:** Conducting of the Quarterly Safety Committee Meeting to resolve the safety related issues at the earliest and also conducting Evacuation Mock Drill to evacuate all in Natural calamities and fire. Also conducting of monthly Fire Fighting and First Aid Training for the workers and staff.

**KEY ACCONTABILITES**

* Qualified in MS Office and Expert in Power Point Presentation, MS Word (English & Marathi Typing with good speed), MS Excel

* Everyday making of the attendance of the all Contract workers and reporting to Authorities in Head Office.
* Newly created and Implemented of Daily scheduled **Housekeeping** work, **Canteen** Tea & Breakfast Distribution Trolleys Routine, Do’s and Don’ts of Security Staff in the Organization, Safety precautions taken to labours while loading & unloading the Cotton Bales, implemented new and shortest routes for Routine Transport for Staff.
* Newly created and Implemented **Evacuation Plan** for 02 Plants and also successfully carried out SA Audit (for ISO Certification) and Internal Audits in the existing Organization
* Handling of Security related activities for safeguarding assets of the organization and Implemented strict measures in operating procedures of Security at the Main Gate.
* Effectively handled Security and Safety of Organization by conducting mock drills for evacuation in emergencies and training of Fire Fighting and First Aid
* Day to day confirming Security and Safety of Men and Material inside the department and surrounding of the Organization by taking frequent rounds in and around the organization.
* As a Asst. Manager SLP in Reliance Retail Industries in Mumbai, a competent 03 years experience in Securities, Loss Prevention including Electronic Security Systems, CCTV, Motion Detectors, Card Access System, Fire Alarms and Smoke Detectors.
* Qualified in Fire Fighting and escape route drills for quick response during crises and emergencies.
* Good liaison with Local Police Station, SP/ DySP Office, Regional Fire Brigade Office and Govt. Officials including local Grampanchayat.
* Received **Appreciation** from customer to track and catch the accused within 48 Hrs for swapping of lost Debit card.
* Acted on **MNS Morcha** (Approx. 125 peoples) & restrained them from damages/ losses in the Mall and surrounding area.
* Active participant in extinguishing of **FIRED COTTON TRUCK** with the help of Security Staff and Local Fire Brigade, which contained Cotton aprox. Cost of Rs. 35,00,000/-
* Maintenance of Daily Event Log, preparation of duty roasters, Preparation Mumbai Office Daily reports.
* Daily upkeep and maintenance of all Security Records and checking of Inward/ Outward of Men & Material of 03 Plants.
* Daily Preparation of attendance report of the all Contractors and checking of monthly Bills of all Contractors of 03 Plants.
* Taking Surprise Night Rounds to check the alertness of the Security Personnel in the Night duties

**DECLARATION**

* I hereby declare that the information furnished above is true to the best of my knowledge. I shall bear responsibility for.

**Place:** Kolhapur.

**Date :**

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**Anilraj D Sankpal**