**LT. COLONEL AMARJIT SANDHU (VETERAN)**

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**Professional Profile**

* An accomplished leader with a strategic vision**,** practical planning and implementation skills, backed with a successful track record of General Administration and Facility Management in challenging roles and environments.
* Handled admin. functions including budgetary control over CAPEX and OPEX.
* Modernized offices, décor, cubicles and constructed a training facility for employees.
* Efficient administration and upkeep of Guest House facility. Optimized operating cost by 20%. Executed procurement of grocery through organised retailers.
* Qualified IED Expert, extensively handled explosives, conducted demolition of explosives, firefighting and anti-sabotage measures of large installations consisting of 1500 personnel including employment of security personnel
* Contract Management of vendors and Campus contractual workforce. Effective Estate Management and Employee engagement through formal/informal interaction. Streamlined payrolls and attendances as well as compliances.
* Successfully handled Court cases, Land issues, MACT cases and legal issues pertaining to Land, security, thefts, and accidents.
* Headed administration function and dealing with workers in an Industrial Establishment. Adept with all facets of Administration including statutory compliances, Union activities, elections, workplace safety, workers canteens, projection and monitoring of Civil Works, management of land estates etc.
* Expertise in conducting safety and security audits, implementation and laying down systems, procedures for protection of critical areas and assets. Authored a number of standard operating procedures on safety, security and fire fighting
* Derives optimum utilisation from electronic gadgetry, CCTV, communication, access control systems, Intruder alarm systems, fire alarm systems and other technological implements for monitoring activities having a bearing on security.
* Maintenance of roadworthiness of transport vehicles. Overseeing functioning of corporate telephone exchange.

**Competency Matrix**

General Administration Facility Management Contract Management Security

Fire Safety Estate Management People Management Loss Prevention

Investigations/Interrogations Team Building Operations Management Leadership

**Noteworthy Career Highlights**

**Head Administration, Security & Vigilance with the African Industries Group (Lagos, Nigeria) (February 2021 to May 2022)**

* Leadership role driving Administration, Security & Vigilance functions with Pan-Nigeria responsibilities, i.e. 9 major and 10 minor locations
* Undertaking deep dive review of Policies, Processes & Procedures to achieve a balanced position in administrative procedures and systems
* Devised and implemented administrative policies / procedures for optimizing resource utilization, enhancing operational efficiency and increasing productivity
* Manage complete administrative actions and Security operations of Corporate office, over 25 manufacturing premises and 400 residences located across 5 states (overall employee strength 9000+ with over 1200 expat employees)
* Responsible for optimization of annual budgetary layout across all locations (Naira 200 million+)
* Responsible for budgeting, hiring, contract management, monitoring and smooth functioning - fleet of 450 vehicles
* Built the team and established accountability & service levels of international standards
* Established a corporate office after carrying out major renovations and cost savings.

**Head Admin and Facilities with Atul Ltd, (Oct 2019 till Mar 2020).**

* Head General Administration for Atul and group companies and ensure effective management of estate transport, housekeeping, hospitality, safety, security, and emergency handling.
* Efficient administration and upkeep of Guest House facilities spread over different locations.
* Effective Estate, Colony Management and Employee engagement through formal/informal interaction.
* Maintenance and upkeep of 1200 acres of estate and assets. Drive horticulture initiatives across sites.
* Maintenance of roadworthiness of transport vehicles and their optimal utilisation.
* Running efficient township management services comprising of 1020 houses. Brought down lead time by five times in response to township complaints. Automation of township portal services underway.
* Revamp proposal of employee canteen under finalization.

**Head Security and Safety with Raymond Ltd, (Apr 2015 till Oct 2019).**

* Preventive security of company's assets at its estate. Risk analysis and initiation of necessary corrective steps. Formulation of Security Firefighting SOPs and their implementation. Successfully launched CCTV operations control center.
* Maintenance and upkeep of estate and assets. Introduced several initiatives to beautify campus and make it employee friendly.
* Efficient administration and upkeep of Guest House facility. Optimized operating cost by 20%. Executed procurement of grocery through organised retailers.
* Contract Management of vendors and Campus contractual workforce. Effective Estate Management and Employee engagement through formal/informal interaction. Streamlined payrolls and attendances as well as compliances.
* Promoting Occupational Health and Safety at workplace.
* Maintenance of roadworthiness of transport vehicles. Overseeing functioning of corporate telephone exchange.

**Head Loss Prevention – Reliance Retail, (Jul 2013 till Apr 2015).**

* + - * Heading the Loss Prevention department in the niche sector of Reliance Digital (900 stores- All over India), involved in streamlining and refining processes and audits in logistics, distribution, operations etc.
      * Trained teams in critical incident reporting and resolution mechanism. Carried out several investigations of major magnitude of expert theft and manipulations cases by employees.
      * Controlled shrink & minimized losses at stores, supply chain, internal & external theft by introducing processes, continuous vigilance through physical measures, CCTV & working in conjunction with various departments.
      * Reduced overall costs of security through introduction of innovative measures minimizing deployment of 3 PL guards and increased dependency on technology measures such as CCTV systems, intruder alarms etc.
      * Led the Loss Prevention team of Value and Reliance Digital recruitment, Work Smart training & mentor programs.
      * Spearheaded and introduced of safety mechanisms for workplace and customer safety besides spreading awareness and importance of safety among all employees.

**Head Admin and Supply Chain & Logistics of a large Factory Plant (Pune) (2011-2013).**

* Headed a team of around 110 members and directed all supply chain operations including administration and security.
* Modernized offices, décor, cubicles and constructed a training facility.
* Ensuring prompt resolution of conflicts; built highly effective lasting relationships within and across organizational boundaries and forging strategic partnerships with multiple agencies.

**Head Admin and SCM (2009-2011).**

* Led the Supply chain function while overseeing for Admin, Security and Firefighting functions. Strived to build organization’s Supply Chain and deliverance of logistics support. Built rapport with local civil administration and liaising with government agencies.
* Developed, designed and oversaw maintenance of Administrative Buildings & Warehouse facilities. Headed a team of 140 members and directed all operations including administration at multi-locations.
* Managed Estate spread over 110 acres and effectively handles encroachment cases.

**Assistant Director – West Zone (2007-2008)**.

* Handled all administrative needs of the department including admin budget, office automation and travel approvals.
* Managed stocks, spares and assemblies, ammunition, explosives and guidance on infrastructure and security for warehouses in the Zone.
* Streamlined SOPs, processes and logistics for administered Zone consisting of key sensitive installations.
* Planning distribution of scarce and critical inventory in the Zone including their placement and drawl.
* Extended Administrative support to Army School in the campus including coordinating events.

**Head Administration at Mumbai (2005-2006)**

* Heading administration function and dealing with workers in an Industrial Establishment in Mumbai at Kandivali. Adept with all facets of Administration including statutory compliances, Union activities, elections, workplace safety, workers canteens, projection and monitoring of Civil Works, management of land estates etc.
* Holds the distinction of being the single point responsibility for maintenance of cordial work environment with industrial and non-industrial workers and their discipline at a logistics echelon in Mumbai. Handled multiple challenges during strike, workers elections and restoration of infrastructure.
* Actively tackled disruption caused in the industrial unit during Mumbai floods and restored the flow of work in the shortest possible time. Responsible for security and firefighting of the installation located in a span of 150 acres. Handled facilities at multi-locations & administration of 1100 personnel. Managed estate measuring 150 acres including encroachment cases, MACT cases, court cases and land disputes.

**Head Logistics Parks at Sector Level (1992-2004)**

* Handled admin functions including budgetary control over Capex and Opex.
* Facility Management of the premises.
* Responsible for crisp Supply Chain and timely logistics delivery at the right time and quantity to the user.
* Managed 110 security guards, four fire stations, 20 firemen & firefighting assets spread over widely spread areas.
* Responsible for security of ammunition warehousing installation consisting of 400 civilian and military employees.
* Handled trade unions, facilitated improved employee relations & favorable working conditions. Managed documentation, compensation and emoluments for 400 employees.

**Academic Credentials**

2012 Master of Business Administration (Supply Chain Management), from Rani Durgavati University, Jabalpur.

2011 Diploma in Operations Management from Indira Gandhi National Open University, New Delhi.

1998 Diploma Course in Advanced Materials Management at College of Materials Management, Jabalpur.

1987 Bachelor’s Degree in Commerce, G S College of Commerce and Economics, Jabalpur.

**Certifications**

2014 Certification in WorkSmart Shrink Control Measures.

2011 Implemented: ISO 9001 quality systems in Overhaul Establishment.

2000 Certificate course in Information Systems Management.

**Personal Snippets**

Date of Birth : Sep 1967

Address : Q -248, Army Flats, Sect 4 MDC, Panchkula - 134114.

Languages known : English, Hindi and Punjabi.