**COL DILIP KUMAR MITRA (RETD)**

**Cell: +917767019147**

**Email 1:** [dilip.mitra@hotmail.com](mailto:dilip.mitra@hotmail.com)

**Email 2 :** [dilip.mitra@uttamgalva.com](mailto:dilip.mitra@uttamgalva.com)

**A challenging and performance oriented senior level position as**

**Head Operations / Security/ Safety / Facilities & Admin with a reputed organization.**

**Synopsis**

An ex-Army Officer, 54 yrs of age, graduated from the elite **National Defence Academy**, Khadakvasla (Pune) and commissioned into the **3rdGorkha Rifles**; veteran in administration with more than 25 years of experience in the field of **Operations, Planning, Operational Logistics, General Administration, Security Management, Facilities Management, and Human Resources**. Proficient in the **administration and maintenance** of large-sized facilities, units, utilities, etc. Experienced in smoothly interfacing with internal and external departments to ensure smooth day to day business operations. A smart negotiator with abilities in finalizing cost effective contracts. A strong planner with exceptional organizational and interpersonal skills. Presently involved in designing, implementation, and enforcing comprehensive, technologically sophisticated, yet fiscally conscientious corporate security programs and solutions. Permanent resident of **Kharagpur, West Bengal.**.**Awarded with a cash prize of Rs One Lac for outstanding contributions to UGML in the field of Industrial Discipline and Employee Relations.**

**Work History**

**Chief Security Officer, Uttam Galva Metallics Ltd- 4500 crore (IMS Certified) Steel Conglomerate in Maharashtra**

**Jun 2009 to Date –** All **security & safety** details of a 0.5 MTPA Steel Plant, at Wardha; an upcoming steel plant in Sindhudurg, Maharashtra , a processing plant in Khopoli, and security of complete material movements from ports to plants and vice versa by rail and road ex JNPT, Mumbai and Vishakhapatnam;in addition Administration, Security Management and Emergency Response Planning and execution was principal role.**Security Briefing of all Senior Management was an integral task.**

**Regional Manager West, G4S Facility Services India Pvt Ltd, Mumbai.**

**Mar 2008 to Jun 2009 –** Profit- centre head, Business Devp, **HR,IR**, OD, Facility/ Utility Services, Security and new technology services. Catered to MNCs like Boeing, Rolls Royce, **TATA-AIG**, Western Union, Western Union and **Reliance Insurance** on a Pan-India Level. **Formulated policy and directed and coordinated industrial relations activities of the organization, including policy for subordinate managers of various departments such as employment, compensation, labor relations and employee services. Analyzed wages and salary reports to determine competitive compensation plan**.**Helped the Managing Director with the study of legislation, arbitration decisions, and collective bargaining contracts to determine the industry trends.**

**Indian Army as Lt Col –**

**Sep 2005 to Feb 2008- Comdg Officer** NCC Bn Anand (Guj)- Youth Devp & adventure.

**Aug 2004 to Sep 2005- Commanding Oficer (Military Police) of an Infantry Division**, Bikaner, Rajasthan.

**Nov 2000 to Jul 2002- Head** of **SCM/**Fleet/Convoy Mgmt J&K.(AQMG 15 Corps).

**Dec 1997 to Nov 2000- Head of Coord (Docks & Shipping)-**Def Exp/ Imp, Embarkation Hqrs, Mumbai and limited Maritime Security. Warehousing and transportation of goods as prioritized.

**Dec 1982 to Dec 1997-** Planning & Operations of Military activity in J&K, NE Region,Siachen Glacier and Punjab.

**Key Performance Areas**

**Security & Safety Management**

 Overall corporate security & safety strategy, security architecture development, and global function oversight. Security & Safety Audit by external auditors.

 Enterprise-level responsibility for all data/information security policies, standards,  
evaluations, roles, and corporate awareness.

 Authoring and practicing without any kind of compromise all safety surveillance activities.

 Conceptualizing security & safety procedure manuals to simplify the related functions and to avoid any sort of uncertainty in future.

 Strictly dealing with safety and traffic violence including dangerous cargo.

 Organising training programmes and validating employees attending it.

 Ensuring rigid control of identification of systems.

 Organising an effective fire detection and suppression system.

 Managing the Disaster Control Centre and periodically checking its effectiveness.

**General Administration**

 Managing administrative budget to ensure effective delivery of services including Safety, Security, Housekeeping, Hygiene Management, Cafeteria, Transport, Office Equipment etc to enable smooth day to day operations.

 Interfacing with travel agents for domestic / overseas travel and enabling smooth liveries distribution & courier service.

 Organising local events, programs, training and other activities.

 Handling authorization for asset movement.

 Liaisoning with Govt bodies for statutories/ admin approvals.

 Preparing and maintaining MIS for effective cost monitoring.

**Facilities Management**

 Implementing plans to manage facilities as per organizational needs and parameters.

 Finalizing facilities management plans / contracts with large organizations on Pan-India basis contracts and implementing them on ground.

 Serving as single-point contact for large clients for their pan-India deployments and resolving their complaints.

 Ensuring the statutory compliances of large organizations as per client’s HR needs.

 Supervising maintenance of large sized facilities including units, site offices, etc.

 Managing allocation of space / asset and ensuring proper maintenance of records.

 Negotiating for finalizing Service Agreements with clients / vendors for execution of servicing works as per budgeted parameters.

 Arranging for all necessary inspections, approvals and licenses.

**Coordination**

 Liaising with necessary bodies for AMCs / ARCs and Govt departments at all levels.

 Coordinating with administration department of group companies and locations for leverage facilities.

**Team Managemnt**

 Monitoring of Employee Grievance Redressal pertaining to administration services.

 Organising Training and Development programmes to sharpen the skills and knowledge of team members.

**Training Attended**

 Weapons and Explosives Handling

 Fire Fighting Course

 Signal and Telecommunication

 Container Management Course (**RITES/CONCOR**)

 Establishment and Organisational Security including Security Audit.

**Education**

 Diploma in **DefenceFinancial Mgmt**, 2005

 Certified Course in **MilitaryPolice & Provost Duties**, 2005

 Post Grad Diploma in **HR** and Business Admin, **XIM,** 2002-2004

 BA, JNU (National Defence Academy),1979 – 1981

**Miscellaneous**

* **Current Company:** Uttam Galva Metallics Ltd, Wardha
* **Current designation**: Chief Security Officer
* **Preferred Designation**: Head Security
* **Preferred Location** :Anywhere
* **Current Location**: Wardha (Nagpur)
* **Highest Qualification:** 2 year PGDMHR(XIM)
* **Current salary**:24.0 Lacs
* **Salary expected**:36.0 Lacs + perks
* **Time required joining**: two months/ imdt with margin money
* **Total experience**: 33 years
* **Validity of passport**: Yes
* **Contact No.** For immediate response: 07767019147
* **Marital Status:** Married. Children are settled and married too.
* **DOB:** 21 Dec 1961
* **Club Membership:** US Club, Colaba and AOI Juhu. (Mumbai)
* **Languages: English, Hindi, Bengali, Assamese, Nepali, Gujarathi, Marathi**