

Biswajit Shaw

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Willing to take responsibility in loss prevention/security officer/Operation/Admin/HR/Logistic officer profile...

I have total 11 years of experience in various fields in loss prevention/Administration(like SOP Implementation/access control/asset control/take preventive and precautionary measure against theft/suspicious movement noticing, etc).

Have certificates in NCC 'C' under ministry of Defence govt of India, & Fire-fighting under provincial govt..

Have administration degree in public administration..

Personal Details

Date of Birth: 1990-09-18

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Administrative Assistance

Total years of experience: 11

Work Experience

Sr. Supervisor(security & loss prevention)

Bluedart Express Ltd

September 2015 to October 2021

Under vendor payroll.

1. Safeguard the interests of the company.
2. To take all preventive & precautionary measure against theft/ pilferage of companies property.
3. SOP implementation.
4. Surprise checking of various important area & make reports accordingly.
5. Access control.
6. Asset control.
7. Suspicious movement noticing.
8. Keep records of visitors & employees.
9. Damage report.
10. Shipment handling.
11. Loss prevention.
12. Assist in day to day operations.
13. Fleet operations.
14. Floor operations.

15. Shipment Operations.
16. Facility supervision.
17. Inventory keeping.....etc

Executive Safety

The Lalit Great Eastern Kolkata

April 2015 to September 2015

Executive

SoftAge Information Technology

May 2014 to March 2015

Under coal India project

Administrative Assistant

ITC Limited - Under vendor pay roll

September 2010 to May 2014

1. Help admin in day to day operations.
2. Vendor management.
3. Facility cross check.
4. Facility supervision.
5. Inventory keeping.. ect ...

Education

Master's in Public Administration

Indira Gandhi National Open University (IGNOU) - New Delhi, Delhi

July 2021 to Present

Bachelor's in Public administration

Indira Gandhi National Open University (IGNOU) - New Delhi, Delhi

June 2021

Higher Secondary(12th Pass) in IT Applications

West Bengal board

2010

Secondary(10th Pass)

West Bengal board

2007

Skills / IT Skills

- Microsoft office, C2PC, Labour laws, Industrial relation, Employee relation, Administration, operation management, fleet management, facility management, Loss prevention, fire fighting etc... (10+ years)

Languages

- Bengali - Expert
- Hindi - Fluent
- English - Intermediate

Awards / Achievements

Appreciation

2020

For successful investigation of a fraud/loss..

Certifications and Licenses

NCC C certificate

Under Ministry of Defence

Govt of India

Civil Defence basic & fire fighting training

Under west Bengal government..