



## CURRICULAM VITAE

**Warrant officer (Retd)**

**RAM KUMAR BHARDWAJ**

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H.No.59, First Stage, 2<sup>nd</sup> Cross  
Ashwathnagar

Bangalore-560094, Karnataka

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Served for 26 years in IAF at different locations of India with diversification of job profile viz office, security, inventory management, general admin viz Fire Fighting, Backend office management and instructor duties including counseling.

### **Objective:**

Looking for a career that commensurate with my academic qualification and work experience in multiple areas of work in Defence, with a clear quest to excel in the given environment and grow along with the organization.

### **Educational Qualification:**

- Graduate from IAF.

### **Courses Undergone:**

- Junior Warrant Officer Management Course by IAF.
- Industrial Safety Management, Fire Fighting, First Aid and security officer course from NIMS (R) Bangalore.
- Diploma in Fire Fighting course, Admin Training School (ATS) Indian Air Force (approved by AICTE).
- Four Wheelers Driving Licence At Own From Civil
- Basic Computer Course with Internet

**Professional Summary:**

An enthusiastic professional with experience in HR, Instructor duties and general admin areas like office work, co-ordination, security, firefighting & Inventory management.

**Responsibilities: As Asst. Manager with Reliance Jewelry (Loss prevention officer WEF- 18 Feb 2011 to 06th Jan 14**

- Taking care of loss prevention operations for Jewellery stores and Sending weekly SLP reports with all relevant details to SLP Head.
- Providing assistance to operations in boosting its sales and growth and help them to reduce shrinkage of materials'
- Sending weekly store operations exceptions reports with all SOP deviations to operations head.
- Taking care of complete old gold melting process at refinery location and providing reports to concern commercial department
- Routine Video Monitoring of the stores to avoid business disturbances.
- Taking care of building management of Jewellery store including of all security automation systems.
- Activation of new ID cards to ART and Activation of authorized person's ID Cards to the Access control system.
- Creation of arming passwords and handing over to authorized persons.
- Taking care of physical security deployed at stores and controlling them for all the routine duties.
- Monitoring the SOP deviations and reporting to concern for rectification of the same.
- Coordinating with IT and Vendor for Installation and configuration of SAS system and false rectification of the automation systems.

- Involving in day to day admin and inventory activities at stores.
- Sending weekly reports to head of the department.
- Maintenance and upkeep of all fire appliances.
- Taking care of all five jewels store of Bangalore.

**Current Responsibilities: As Assignment. Manager with Dell International Services limited; Bangalore & Gurgaon WEF- 09 Jan 14 to 30 Aug 2020**

- Coordinating with IT and Vendor for Installation and configuration of Lanel on guard system and rectification of the alarm systems.
- Responsible for internal audit and participated in security related policy.
- Incoming & outgoing material handling and documents record.
- Monitoring/briefing guarding force over 195 in numbers.
- Vetting reports of CCTV, Door access and other physical security.
- Authenticating attendance, deployment and monthly bills.
- First point of contact for persons like foreign delegates, clients and high-profile VIP.
- Visitor's management and incident handling.
- Responding to emergency and supporting during medical emergencies.
- Conducting security surprise checks and investigating on lost items.
- Taking care for transport security and detailing required numbers of escorts.
- Responsible for fire related issues and update of appliances.
- Responsible for all types of gate pass and timely responding for follow-ups.
- Obtaining special approval for special projects and enabling access.
- Ensuring the invoices for the service rendered are submitted by the security service provider as per agreed dates and the same submitted on scheduled dates.

**Work Experience with Air Force:**

- Detailing of shift duties & general admin duties.
- Displaying office boards, procurement stationeries and daily needs of the office.
- Scrutinizing daily, weekly, monthly and quarterly reports.
- Instructional duties & counseling duties with IAF trainees.
- Actively participated in Fire and security exercises conducted by the services.
- Aircraft handling and trained for RRT during emergencies.

**Personal Details:**

Date of Birth : 15 May 1966

Fathers Name : Sh.Radha Kishan Sharma

Linguistic ability : English, Hindi & Punjabi

Marital Status : Married

Height : 179 cms

Date:

Place: Bangalore

(Ram Kumar Bhardwaj)