**NIRAJ KUMAR YADAV**



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**Security Manager/In-Charge**

Detailed Oriented - Organized - Negotiator - Team Player - Safety Minded - Service Oriented - High Achiever - Customer focused - Ambitious - Hard working - Flexible

**Career Objective**

An Active, energetic, and assertive Security Professional with passionate interest in offering Security & Safety to Organizations seeking a position of Security Manager in a reputed Organization.

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**Organizational Experience**

**1) Arvind, Ltd - Naroda, Ahmedabad, Gujarat (Aug 2015 to till date)**

**Designation: Security Manager**

**Roles and Responsibilities:**

Arvind Ltd (Denim div\_Naroda) emerges as the largest textile Industries in the world. Handling complete security operations, training, Discipline, welfare of troops, appraisal, Administration, Public Relations, Legal Authority, Response to Emergency Situations and Fire, Detection/Prevention/Safety, Patrol Procedures, Labors Disputes, Relations with the Police etc.

**Operation Management**

* Handling all security related issues in plant having almost 4000+ workers and, 1 Security Officer and 15 security supervisors and 100+ guards in Ahmedabad.
* Meeting with senior management and discuss on all matter and short out all operational issues immediately.
* Security audit and survey of Industries as per requirements.
* Handling & Monitoring Physical Security of Plant having perimeter boundary wall of 5 km.
* Managing Security Activities inside Plant & providing free work flow.
* Material management at Plant Material gate.
* Surprise checking of material going outside of plant Zone.
* Keep up the morale & turn out of Security Personnel.
* Restrict the movement of unauthorized persons & vehicles inside the Zone.
* Liaison with local Police and other officials.
* Vigilance and Surveillance.
* Investigation of the theft and other incidents.
* Arrangement of piloting for the VIP, VVIP and Business Visitor as per requirement.
* Operating SCRC (Security Command & Response Centre).
* Managing control room, using Security equipments, Barrier, Trolley Mirror, Automatic Sliding Gate,V.H.F. Sets (Use & Maintenance), Speed Gun, Alcohol Breath Analyzer, Metal Detector (Hand Held).
* Security Automation. (Monitoring CCTV Cameras, Biometric Systems).

**Training & Development**

* Training needs identification and assessment
* Conduct Mock drills in every month regarding every security and safety related subjects.
* Recruitment of suitable persons as per company norms.
* Designing, delivering and security training
* Arrangement of quiz, training and on the job training
* Sourcing of internal and external faculty and execution of training program.
* Effective participation & Counseling, feedback, evaluation and retraining.

**Organizational Behavior**

* Effective communication & Grievance Handling.
* Design and monitor Discipline and Disciplinary action
* Structured Employee Reporting System

**Compensation management**

* Streamline Overtime System
* Personal files, records, History, Probation, etc activities

**Industrial Relation**

* Effective Grievance handling
* Discipline, Disciplinary actions, Domestic Inquiry for Misconduct/Misbehavior etc.

**2) Arvind, Ltd, Santej, Gandhinagar, Gujarat (Sep 2012, Apr 2015)**

**Designation: Security Officer**

**Roles and Responsibilities:**

* Handling all security related issues in plant having almost 12000+ workers and, 14 security supervisors and 200+ guards in Santej.
* Managing inward/outward of material according to SOP
* Organizing VIP and foreign delegation visits liaison with civil authorities and civil police organization
* Office procedure, maintains of record, supervision and discipline of office etc.
* Ensuring timely despatches of productions, maintaining tight control over logistics regarding fitness of trucks, tankers, drivers etc.; also keeping at vigil for any pilferage of materials, scrap disposal, etc.
* Good Grasping skills to assess situations and present it verbally
* Adept at analyzing and resolving problems and developing, instituting the needed procedures and responses

**3) Indian Army (Sep 2005 to Aug 2008)**

**Designation: Gunner/Wireless Operator**

**Roles and Responsibilities**:

The Organization is a well-known armed force in the world for providing security to the Indian border and internal security during terrorist activities, general elections, flood situation & communal rights etc.

* Worked as an answerable combatant in the "INDIAN ARMY" (GUNNER AND WIRELESS OPERATOR).
* Posted in the NORTH SIACHIN during "OPERATION MEGHDOOT" on Pakistan-China border and in Rajasthan on MAHAJAN Range.
* Posted in Delhi, Leh & Laddakh.
* Worked as a "GUARD COMMANDER" on 20+ people at ammunition damp and maintaining the ammunition register and vehicle entry register.
* Worked as a "DETAIL MASTER" in regiment.
* Involved in FIRE FIGHTING practice every week end in Regiment.
* Worked as a regiment police and investigated the boundaries of regiment.
* Worked as a SPY in regiment and controlled at many doubtful activities and persons.
* Worked in ROP for several times in LEH-LADDKH & DELHI.
* Attended the classes about First Aid, Hygiene and Sanitation.

**Strengths**

* High level of confidence and Cost Saving Abilities.
* Dedicated to task, Commitment and devotion to the duty
* Accepting challenges and Goal oriented assignment
* Self-Motivated, professional and positive approach.
* Full of Enthusiasm, Leadership skill.

**Education**

* Bachelor of Science, Gujarat University , 2011

**Personal Profile**

Date of Birth : 31/08/1987

Languages Known : Hindi, Gujarati and English

Reference : Available on request.

Niraj Kumar Yadav