Dharmendra K. Maheshwari
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Application for – Security Field Officer / Logistics Supervisor / Admin Officer

VISION & OBJECTIIVE

Seeking a challenging assignments in the office management, infrastructure management, administration, logistics, Security Officer   where in I can use my abilities and skills for my own and organizational development and achieve the organization's mission and vision.

EXPERTISE KEY AREAS

- Office   Management
- Administration Management
- Team Management
- Customer Service Management
- Develop an introductory security plan
- security strategies and programme
- Logistics and Store keeping
- Conduct an initial security training

EDUCATION:

- 10th Passed in 2003 From CBSE, Delhi
- 12th Passed in 2005 From Central Board, Delhi
- Bachelor of Arts in 2011 from   Delhi University

COMPUTER SKILLS

MS-DOS, MS-OFFICE 2000, 2003, 2007 and 2010

WORK EXPERIENCE:

The Design Grid Company From April 2018 to Now at Delhi.

Job Responsibility

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.

- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments and customers.

Tectron Pvt. Ltd. From March 2015 To September 2017 , Kuwait .

Monthly Salary: 90,000INR/Per Month+ (Accommodation, Transport and Food)

Job Responsibility

My responsibilities were to take care of the corporate office responsibilities and include day to day administrative and office functions with Transport Management.

Agility Logistics Pvt. Ltd.   Kuwait (June 2008 To Feb 2015)

- Develop an introductory security plan for all new hires taking into account all of the foregoing.
- Assist in the design and implementation of security strategies and programme specific security procedures/standards and establish a concrete course of action for their implementation and where appropriate apply these standards.
- Conduct regular document reviews of extant security plans and policies and update edit or improve as required.
- Review and make recommendations regarding safety/security requirements of the clients.
- Develop and regularly review all internal evacuation and emergency contingency plans and make recommendations as necessary (emergency evacuation, assembly/safe areas, mass casualty management and emergency communications), to develop appropriate response plans, including required human and technical resources for effective implementation.
- Conduct an initial security training needs assessment and regular needs assessments for new and emergent threats.

TRAINNING UNDERGONE:

➤ Basic safety & Security	➤ Assessments for Emergency
➤ Fire Extinguisher Management	➤ Counseling skills
➤ Quality control essentials	➤ Team building
➤ Security management	➤ Transport Management

PERSONAL DETAILS:

Date of Birth   : 3rd August 1986.

Gender   :Male

Marital status   :married

Nationality   :Indian

DECLARATION

In addition, I offer excellent organizational skills, which have proven to be smooth operations during the associations. These qualities, combined with my dedication and honest work ethic, should enable me to make a positive impact on the organization, Assure you that I will work with the honesty and dedication and I am a teetotaller.

Dharmendra K. Maheshwari