

# Jagdev Chand Dogra

TEL: 91-9871528632, ~ E-MAIL: jagdev.dogra@gmail.com, [dograj@mattheyasia.com](mailto:dograj@mattheyasia.com)

C-145/A, Harish Vihar, Behind Cosmos School, Hari Nagar, New Delhi-44 (Vill-Galota, P.O Chauri, Dist- Hamirpur, H.P. 176111.

## PERSONAL INFORMATION

NAME : Jagdev Chand Dogra  
DATE OF BIRTH : 15<sup>th</sup> March 1973.  
MARITAL STATUS: Married.  
Passport No : J0940051

## EDUCATION

- BA from DU
- Post Graduate Diploma in Industrial Safety Management (PGDISM) From GJU.

## TRAINING & COURSES ATTENDED

- Assignment Supervision and management five day national level course.
- Bomb deduction search & emergency procedure training attended.
- Assignment instruction course.
- Firefighting and building evacuation training.
- Indoor classes and outdoor operations
- One weeks of VIP Security course.
- First aid training.
- Time & combination lock training
- MS word, MS Excel, Power point, Internet, Outlook & e mail.
- LFLI, 5S, Kaizen
- COVID 19 Pandemic Precaution & Safety training.
- Preventing Money Laundering Online Course by JM.
- Preventing Bribery and Corruption Online Course by JM.
- Safeguarding Our Information Online Course by JM.
- EHS Life Saving Policies Training.
- Competition Law: Preventing Anti-Competitive Practice Training.
- Information Security Awareness Programme Training.

## LIAISON

Adept in maintaining constant liaison with government departments ensuring cohesiveness, co-operation and smooth functioning for organizational interest.

## CAREER OBJECTIVE

To work with a world class globally competitive, organization, in which I can work delight using best of my abilities and grow professionally.

## INFORMATION

Total Experience	24 Years
Industry	Automobile/ Banking
Functional Area	Security/CCTV/Visitor Management /Access Control/Fire System/Safety/General Administration/EPVX-Reception/Facility/Industrial Safety Management, Facility etc.
Role	SENIOR Executive Security/Shift in Charge
Current Location	Delhi/NCR
Notice Period	Immediate

## ORGANISATIONAL EXPERIENCE

January ,2021 - Present

Working as Supervisor in SARS Pvt Ltd.

### Key Responsibilities:

- Administration and Supervision on NCR Customers of HDFC and Axis Bank which includes utilities like pending loans, credit card payments etc.
- Ensuring great Customer Feedback and resolving their issues

November ,2020 - January ,2021

Started working as independent Consultant for Security, fire safety Management etc. This included providing the security solutions, safety Management tools, solutions for implementing security policy, Auditing etc.

September ,2008 - October ,2020

Worked as Senior Executive Security in Johnson Matthey India PVT. LTD.

Key Responsibilities:

- To maintain security systems & updates, Fire Hydrants, Fire pumps, Fire Extinguishers, Ceiling mounted FE(Auto) water sprinkler, smoke detector & loop sounder, Fire panel, biometric system, Intruder alarms, Perimeter alarms, X-ray machine for search, E Exit, Sand buckets with stand, PA system, MCP, Beam detector, CCTV systems with high speed color cameras & IP cameras, LPG gas leakage detector system, Emergency vehicle, First Aid box Visitor management.
- Access cards, Emergency Exits, Dispatch check, in wards /out wards material, NRG/ RGP, Control on Unauthorized access & keep records and maintain.
- Conducting enquires and enforcing discipline, coordination & Liaison with civil administration, other general administration work, providing training subordinates shift, surprise check & theft control. Exercising vigilance over all activity, Ensuring Implementation of security policy. High priority of PGM vault.
- To provide a protective security with fear free conducive working environment for the employees at workplace.
- Providing security to Men, Material and Assets of the organization.
- Maintaining liaison with local police, administration and surrounding companies.
- Ensure strict implementation of policies and principles of management.
- Informing the superiors about the security lapses from time to time and to see the lapses to be rectified at the earliest.
- Investigating the complaints of the user departments and sending the reports to higher ups.
- Check registers maintained by security like Material inward / outward Visitor/ contractors register, Security shift duty in / out logbooks.
- Conducting Mock Drills on monthly basis
- Preparing documentation for departmental EHS.
- Prepare reports incidents etc.
- Updates lean work documents and department area kaizen & LFLI.
- Fire panel clear all fault & testing alarm etc.
- Complete all departments file work and documentation.
- Security Audit & Safety Audit. Cafeteria & House Keeping Audit doing.
- Housekeeping/cafeteria supervision etc. EPBX/Reception also.
- Safety Training COVID 19 PANDEMIC Precaution and Safety measures Providing to subordinate.
- Security Training & Educate and Development.
- Daily Security /Industrial Safety Briefing & Motivation.
- Daily Observations and safety measures accordingly to concerns.
- MIS and Reporting.
- Employees of Outsources / Contractors 's Security & Safety Induction Training & ESI No.& record maintain.
- Personal Details records of Employees & Contractors.
- In case of emergency provide First Aid & send to Hospital.
- Investigation and enquiry as per situation.
- Men & Assets records maintain & Inventory.
- Stationary requirement and Inventory.
- Internal Safety & Security Audit of Emergency equipment's and Security.
- Time to Time Implements the Security SOP.
- Manage all situation and Critical condition problem solving.
- Maintain all Security/Safety documents records.

MAR ,1995 - AUG ,2008

As Inspector Security in ICI INDIA LIMITED

Key Responsibilities:

- Visitor and reception management.
- Dispatching of documents & chemicals of samples
- Maintaining housekeeping & offices equipment's
- Review CCTV & analyzing make report, Material In/Out receive /check & keep records.
- General Administration, Electric control, Fire panel, parking management.
- Lesion with Police and PF, ESI Inspectors, Legal Associates also.

Nov ,1992 - Feb ,1995

As Security Supervisor in Embassy of Saudi Arabia.

Key Responsibilities:

- Responsibilities of visa section.
- Vehicles parking & control Visitor management Control on Unauthorized access
- Following strictly instruction of search & cannot allowed without appointment to anyone.
- Surprise check and theft control & providing Training to subordinates staff.
- Genset Electrical control Search Procedure for all.

May ,1992 - Oct ,1992

As Security Supervisor in Timex.

Key Responsibilities:

- Vehicles parking & control Visitor management Control on Unauthorized access
- Surprise check and theft control & providing Training to subordinates staff.
- Genset Electrical control Search Procedure for all.

LANGUAGES KNOWN

Can Speak : HINDI, ENGLISH, Punjabi, Arabic

Read and Write : HINDI AND ENGLISH.

Hobbies : Caring people, Play Cricket, Liston Music.

