

MANOJ B FARKUNDE

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OBJECTIVE

Professional CCTV control room operation & Security Management with 08 Years' experience, observation surveillance and problem solving skill complete report by recording observation information occurrence. Looking forward position in the firm to provide me a platform responsibility towards increasing company day to day activities and performance.

ACADEMIC

2010-2011 Higher Secondary
Maharashtra Board of Secondary Education Council

2006-2007 Secondary
(SEBM)Secondary Education Board of (Maharashtra)

IT PURVIEW

- **MSC-IT from IGM Computer Institute, Gondia.**
- **Tally ERP 9 from IGM Computer Institute, Gondia**
- **DCA from STP Computer Education, Delhi**

- **Fire safety management participation in ITC(International training Centre (June 2022)**
- **Central Vigilance Commission certificate (CVC Certifications) New Delhi.**

- **Successfully Completed Certification from Disaster Ready.org**
1)Security Risk Management Essential certificate 2) Managing People 3)Ensuring Digital Security 4)Creating a Security Plan 5)Managing Security Incident 6)Developing Security Strategies 7)Conducting Risk Assessment 8)Defining Security Risk Management 9)Developing Contingency Plan 10)Contracting Private security providers.

Packages worked on: MS Office2007/2010, Matrix Cosec System (Bio-Metric Access Control Systems & IBACS), Essae Weighment Enterprise, Milestone, Computer Fundamentals & Internet Explorer.

Operating Systems: Windows – 98/2000/XP/vista/win.7/win.8

Hands on experience of systems like: COSEC, MILESTONE, VEMS, SAP for Materials Inward/Outward & Weighment. , Cosec, Cronos, Genetic.

JOB PROFILE

Currently ENROLLED with **MODERN VEER RAYS SECURITY FORCE (INDIA) PVT LTD** As a Security Control Room Operator and DEPUTED at **Adani Power Maharashtra Limited, Tirora** since May 2022.

PREVIOUS EMPLOYER

- Worked in **M/S ISSSDB Security Services Private Limited's Security Control Room** Operator and DEPUTED at **Adani Power Maharashtra Limited, Tirora** (March 2019 to May 2022)
- Worked in **Bharat Petroleum Corporation Limited.** as a **computer operator** at village Khapri at Tilda region in Raipur (Oct 2018 to March 2019)
- Worked in **Deepak Phenolics Limited** as a **Computer operator** at Dahej, Gujarat (Jan 2018 to Oct 2018)

- Worked in **Mehkar Farms Mumbai** as a **computer operator** at Ganeshpuri Mumbai (April 2016 to Oct 2017)
- Worked in **R. K. Engineering Nagpur** as a **Accounts Executive** at Nagpur (June 2015 to March 2016)

JOB RESPONSIBILITIES AS AN OFFICE EXECUTIVE

- Preparing Daily, Weekly & Monthly MIS Reports.
- Perform enrolment process (Bio-Metric) for individuals into customized computer systems.
- Deals with Materials and Weight Bridge Operations.
- Facilitate personnel & visitor access to locations through IBACS (Integrated Access Control Systems).
- Providing technical support, maintenance issue related with CCTV&IBACS equipment's.
- Send commands to the Inputs and Outputs on the cosec devices.
- Handling various types of office equipment's like printer, scanner, and Biometric enrolment devices, Laminating machine, Video Projector.
- Generate punching reports & monitoring day to day contractor labor attendance.
- Record keeping of mails, documentary office files, stationary works.
- Monitoring of Alarm Management Systems, keeping records of alarm generated day by day.

EXTRA CURRICULAR ACTIVITIES

Sports

- *Cycle Polo And Fencing*
- *Done coaching for Cycle Polo teams*

N.C.C (National cadet corps)

- *A Certificate And B- Certificate Holder*
- *Participated camp in National Integration Camps (NIC)*
- *Thal Sainik Camp (TSC)*
- *Annual Training Camp (ATC)*
- *Listening Music, Interacting with People, Interest working on computer.*

PERSONAL VITAE

Date of Birth : 1 July 1991
 Father's Name : Mr. Bhumeshwar Farkunde
 Permanent Address : Gourdhan Chouk, Pangoli Road Chhota Gondia Dist-Gondia.
 Marital Status : Married
 Nationality : Indian
 Languages Known : Marathi, Hindi & English (Speak, Read& Write).

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I Bear the responsibility for the correctness of the above mentioned particulars.

Place: Gondia

Dated:

MANOJ B FARKUNDE