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FALCON ID # 21019

Maintenance / Data Security

Residential Country : India Nationality : India
Resume Title : Engineer - Data Security Notice Period : 1 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
Bca	Vinyakamission University	2012	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Security & Admin Coordinator	Reputed Company	India	11/2014	06/2015
Incharge	Bharat Industrial Guards Services	India	04/2011	10/2014
Cctv Cum Computer Operator	Checkmate Security Services Pvt.ltd	India	06/2009	03/2011

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

Key strength:

- Good command in local market.
- Ability to handle the pressure.

- Good stamina.
- Team work.
- Can get work done from others easily.
- Quick learner.
- And I keep myself and the people around me happy, I never become hopeless.

Technical Expertise:

- Office Equipment: Fax machines, photocopiers, videoconferencing, and general office equipment

Computer: Spreadsheet, word processing, database management,

MS Office: Word, Excel and PowerPoint etc.

Extracurricular activities:

- Participated in kabaddi competition many times during my education.
- Participated in Company's Program & Coordinate the event with managements
- Participated in Surat half marathon.

Additional Information :

- Perform checks of locks, lights, phones and security equipment's
- Responsible for maintaining the records of office inventory.
- In-charge of Material Movement.
- Maintaining all the records of in/out materials.
- Maintaining the record of all RMGP / NRGF Gate Passes.
- Maintaining all the security documents.
- Audit of all security related documents on weekly, monthly and yearly basis.
- Ensuring that all the access control procedure being followed.
- Maintaining all the security equipment.
- Supervision of frisking of vehicles & men.
- Organizing the security awareness meetings / briefings among the security staff.
- Managing the key control system.
- Ensure that no material moving in/out without proper papers that must have authorize signatories.
- Training to security personnel regarding security activities and procedures.
- Planning and Deployment of security personnel in all three shifts.
- Carry out intelligence activities in the plant to gather the feedback related to various activities going out in and around the company premises
- Liasoning with local Police Department, and other civil authorities (Gram panchayat sarpanch).
- Creating and implementing new security and administrative rules.
- Auditing of security and administration related equipment and records.
- Arranging safety training calendar for workers and security staff.
- Maintaining all the security related reports and forwarding it to SO, FSI & HOD.
- Managing the housekeeping of Security Post.
- Coordinate with the security related dealers, Suppliers and vendors.
- Distribute the stationary as per requirement and keeping the record.
- Checking the availability of stationary and other required things and ordering for them.
- Responsible for handle petty cash and keeping the record of expenses.
- Respond the e- mails.
- Handling the CCTV
- Handling the grievances/complaint of staff.
- Deployment to Quick Reaction Teams. (QRT)
- Responsible to submit the foreigner visitor & contract workers police verification data in local language to police station as their requirements.

- Filing management, courier in /out management