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FALCON ID # 33360

Oilfield Services / Security Assistant

Residential Country : India Nationality : India  
Resume Title : Junior Security Officer Notice Period : 1 Days

## EDUCATION

Qualification	Institute / College /university	Year	Country
B.sc		0000	Not Mention

## CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Junior Security Officer	Hindustan Zinc Limited	India	05/2012	/

## 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 :

Diploma in Security & Intelligence management from London Metro Politian University.  
I have completed NCC 'C' Certificate in Army Wing.  
Bachelor's degree (BSc.) in Computer Science with 65 % (2008-2011), from Utkal  
University Odisha, India.

Throughout Second class in secondary and higher secondary examination From  
Council of Higher Secondary Education, Odisha

## Additional Information :

Employer HINDUSTAN ZINC LIMITED

Job Function Junior Security Officer

Duration May 2012 – Till Date

### Responsibilities

To conduct patrolling of the area as per patrolling plan and check attempts of pilferage or theft  
To ensure timely Surveillance, collection of intelligence, investigation of crime and report writing.  
To ensure security deployment as per plan approved by Security Management  
To ensure Submission of monthly security bill of deployed Security agency in SAP timely  
Making Service entry of monthly bill, MRS, PRS, Material code extension etc for security department in SAP system  
Worked as officiating CSO whenever CSO went on leave and handling all responsibilities  
Monitoring and operating CCTV cameras and other recording systems  
To ensure frisking of man & material at all gates and nab miscreants attempting pilferage. Making sure that no unauthorised personnel enter company premises  
To act as leader of quick reaction team during shift hours and ensure response to any security situation arising during the shift hours  
Prepare daily and monthly security reports, keep data bank of security incidents, assist Chief Security Officer in incident investigations  
Conduct independent investigations of security incidents of day-to-day nature.  
To ensure Excellent Liaison with emergency service ,Police, Ambulance, Fire Service to resolve issues and maintained security operations

### Major Achievements

Successfully completed Incident Investigation certificate course organized by DuPont.  
Nominated for Employee of the Year award for the outstanding work in the year 2014-15