

Ankush Bhau Shinde

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Continue to grow knowledge and experience as a **professional in Corporate Security and Administration** with a strong inclination to contribute to an organization which is built on solid values, work ethics, and principles

Highly motivated professional with years of experience in the corporate environment. Skills include but are not limited to: meeting under pressure deadlines, ability to carry out multiple assignments concurrently and handling project assignments responsibly and confidentially



PROFESSIONAL PREFCAE

- **High-impact Security Operations** professional offering 11+ years of distinguished experience in **all facets of Safety and Security Administration** exceeding performance benchmarks in delivering optimal results under diverse environments
- Presently demonstrating expertise as **Assistant Manager - Corporate Security & Administration** in protecting and securing places in custody, patrolling the premises, monitoring and authorizing entrance of people and vehicles; checking surveillance cameras; and investigating suspicious people **with Bajaj Electricals Ltd., Navi Mumbai**
- Adept in implementing seamless security operations, streamlining systems and procedures ensuring hassle free safety & security operations. Adept in maintaining a safe and secure environment by establishing & enforcing security policies
- Dexterous in monitoring security policies, programs or procedures to ensure compliance with internal security policies, licensing requirements, or applicable government security requirements and directives
- Leveraged strength in ensuring appropriate security safety procedures are followed and enforcing safety regulations whilst performing routine inspections with key accountability to meet bottom-line performances
- Strategy architect in administering security policy, procedures and programs to ensure effective and professional security operations throughout the division
- Fully committed to security management and competent to effectively evaluate, organize and prioritize risks and work
- **Well-rounded leadership** with profound knowledge in security codes & regulations with excellent observational skills

KEY AREAS OF EMPHASIS

Safety and Security ~ General Surveillance/ Vigilance ~ Security & Safety Management ~ General Administration ~ Security Inspections ~ Planning and Implementation ~ Infrastructure Management ~ Security Records Management ~ Administrative Support ~ Risk Management ~ Training and Development ~ Team Building and Management ~ Well-rounded Leadership



MILESTONE ACHIEVED

A glimpse of successful undertakings gained through years of journey as a successful professional is as follows:

- Advance **Diploma in Industrial Safety & Security Management** from MSBTE in year 2020
- **Aviation Security Refresher** Course from April 2015, Go Air
- **Basic AVSEC** Course Commenced from MAY-2013 Conducted by Bureau of civil Aviation Security with 98%.
- **CBT computerized** based Training conducted by Air India staff college Mumbai
- (X-BIS) X – RAY BAGGAGE SYSTEMS Course Commenced from FEB-2014. Conducted by Bureau of civil Aviation Security with 88%
- **Dangerous Goods regulation (Basic) Training (DGR)** for operator's security staff Who Deal with the screening of passengers & their baggage & cargo, mail or stores from JANUARY 2014 conducted by Air India staff college Mumbai
- **Standard Training** Certification of Watch Keeping From Naval Maritime Academy, Mumbai
 - **Designated Security Duties**
 - **Elementary First Aids**
 - **Fire Prevention and Fire Fighting**
 - **Personal Survivor Techniques**
 - **Personal Safety and Social Responsibilities**
- **Security Officer Training Programme** Tier1 From Magsaysay Maritime Institute, Philippines
- **Ship Security Awareness Training and Seafarers** with Designated Security Dutied from Magsaysay Maritime Institute, Philippines



EMPLOYMENT DETAILS

Asst. Manager - Corporate Security & Administration with Bajaj Electricals Ltd., Navi Mumbai	Since Feb'17
Security Officer with NOCIL Limited, Navi Mumbai	May'16 – Dec'2016
Loss Prevention Coordinator with ITC Grand Central	Jan'16 – May'16
Ship Security with Costa Cruises, Genova, Italy	Dec'14 – Nov'15
Security Agent with Air India Air Transport Services, Limited	May'12 – Nov'14
Back Office Executive with ICICI LOMBARD GIC Limited, (Thane)	May'10 – May'12

Security

- Proactive engagement in conducting screening of employees, visitors & baggage
- Adeptly carrying out the surveillance & patrolling within premises
- Active involvement in handling BMS with strong expertise in the management of staff deployment & detaining to guards
- Pivotal role in CCTV operations & surveillance; knowledge of access control systems
- Delivering endless training and development session for security
- Skillfully carrying out the surprise checks to check security alertness

Safety

- Instrumental in conducting safety trainings for employees
- Competent to fire fighting & evacuation drills
- Skillful in the complete management of patrolling & observations
- Proficient to HIRA preparation before to start work
- Streamlining performances in projects executions and issuing work permits
- Proven ability in handling & maintenance of firefighting systems
- Key role in delivering first aid trainings for employees

Administration

- Maintaining annual maintenance contracts. Liaising with Local & government officials
- Contributing in periodicals & annual maintenance of equipments
- Adept in Vendor Management Systems. Proficient to generate work order, purchase orders
- Skillful in carrying out the negotiations & procurements
- Dexterously preparing, organizing and storing information in paper and digital form
- Handling queries from managers and employee
- Proven expertise in arranging travel and Hotel accommodation
- Welcoming new hires to the office and show them around so they can get acquainted with the workspace.
- Proactive engagement in providing new employees with all relevant documentation needed, such as the employee handbook, paperwork that needs to be completed on the first day of employment, and information regarding office policies and procedures and employee benefits
- Helping new hires complete the paperwork necessary to apply for benefits like health insurance
- Introducing the new employee to management, especially those who will be on the new hire's direct team
- Showing the new employee where all office supplies can be found and how to request more supplies if necessary
- Monitoring inventory of stationery & office supplies & purchasing of new materials with attention to budgetary constrains
- Competent to monitor cost & expenses to assist in Budget preparation. Submit expense reports
- Maintaining and keeping employee records (physical and digital)
- Collecting, Organizing & storing information using computer & filing systems
- Liaising with suppliers and contractors and coordinating with staff in other departments, e.g. finance, HR
- Planning & coordinating administrative/security procedures & systems & devise ways to streamline processes
- Adept in Transport Management and handling schedules & deadlines
- Overseeing and supervising the overall facilities services, Maintenance activities & electrical
- Allocating responsibilities and office space to meet the requirements



ACADEMIC CREDENTIALS

2011 T.Y. B.Com from Mumbai University

2007 Intermediate from Mumbai Board

2005 Matriculation Mumbai Board

Academic Accomplishment

- Passed NCC 'A' 'B' 'C' Certificate (Army wing)



TECHNICAL SKILLS

- Well-versed with MS Office Suites, Windows, and web-based applications



PERSONAL SNIPPET

● **Date of Birth:** 03rd Oct'88

● **Linguistic Ability:** English, Hindi, and Marathi

● **Address:** 5/501, Savitri Krishna Apartment, Plot no 2521/0077, Sector 19, Koparkhairane, Navi Mumbai-400709