**CURRICULAM VITAE**



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# With 3.3 decades of chronicle of success in :

* Delivering sustained organizational growth in dynamic environments
* Streamlining operations by instituting advanced with general administration policies and practices
* Establishing structure, building employee value, driving vision and achieving critical strategic goals
* Administration & Facility Management, Guest House, Transport Management, Logistic & Inventory Management, Security & Safety Management, Maintenance Operations, Housekeeping & cafeteria.
* **To excel with the organization through professionalism, values, ethics and optimum utilisation of own potential and experience in Administration, Security & Safety.**

# Profile and strength

* 22 Years of rich experience in **Indian Navy** as a **Junior Commissioned Officer** including 04 yearsexperience as **Administrative-in-charge** in Head Quarters Integrated Defence Staff (ICT Directorate) under **Ministry of Defence**.
* Seasoned, dynamic and an astute professional with 22 years of extensive experience in Executive Branch of Indian Navy, with an aspiration to lead and to further enhance own potential in the field of **Security, Safety and Administration.**
* Well versed with the issues related to health and safety of the employees.
* An honest and trustworthy, enthusiastic, ambitious, reliable, punctual and organized humble individual with `never say die spirit’ and sheer determination, dedication and devotion to duty.
* Capabilities in the field of personnel management, administration, training, discipline and grievance handling. Proficient in manpower planning, recruitment, selection and welfare activities.
* Proven strengths in **security management** and **vigilance/intelligence** and thorough grasp of functional responsibilities.
* Expertise in office automation, office and personnel management & identifying scope for process enhancement for continuous effectiveness of the organization.

# *Core competencies*

**Administration / Personnel Management, Security & Vigilance, Liaison & Coordination, Discipline, Excellent Communication, Leadership, Strong Interpersonal skills, Secretarial / Computer proficiency**

**Leadership, Motivation & Team Management**

* Capable of displaying the confidence needed to face the toughest leadership and managerial challenges.
* Strong communication, collaboration and team building skills with proficiency of grasping new concept, quickly utilize the same in productive manner. Motivated with a sense to deliver results & achieve objectives.
* Strongly motivated to achieve higher expectations to turn competitive impulses into most constructive channels for meeting organizational goals.

**Administration**

* A competent Executive professional with 22 years of experience across General Administration, Material Management, Office Administration, Security & Safety etc.
* Practiced optimum utilization of available funds towards the accomplishment of group objectives.
* Managing time, office activities and maintenance of attendance / leave records necessary for processing payroll of employees.
* Arranging for staff welfare activities including transportation, housing, security, personnel accidents, insurance, etc with key focus on enhancing employee motivation.

**Security & Safety**

* Pro-actively ensuring the protection of merchandise, property and assets.
* Creating a safe and comfortable working environment for employees and visitors.
* Directing emergency vehicles and other traffic if a major incident occurs.
* Responding to emergency situations as they arise.
* Accurately reporting all incidents to senior managers.
* Preventing and detecting offences on site.
* Conducting searches of personnel, vehicles and bags etc.
* Monitoring and operating CCTV cameras and other recording systems.
* Undertaking investigations into reports of offences.
* Liaising with the emergency services, police, ambulance and fire service to resolve issues and maintain security and service.
* Checking and validating business visitor credentials.
* Controlling the entry and exit of vehicles.
* Making sure that no unauthorized personnel enter restricted areas.

**Liaison / Coordination**

* Managing the coordination between the various departments for the finalization of deliveries as per the service levels.
* Shouldered the Responsibility for conducting of high level meetings chaired by **Hon’ble Rajya Raksha Mantri.**
* Administration and co-ordination with Ministry of Defence, Ministry of Communication & IT and all Three Service Head Quarters.
* Steering Tri Services Information Communication Technology Project under Ministry of Defence in consultation with IT Industry & Defence PSU.

**Crisis & Disaster Management**

* Overall coordination of the organizations response to crisis/emergencies (fire, flood & accidents) in an effective & timely manner.
* Firefighting & escape route drills for quick response to crisis & emergencies.

**Facility Management**

* Maintenance of infrastructure, Housekeeping Management, Pantry Service Management, Transport & Logistic Management.
* Overseeing function involving scheduling of preventive & corrective maintenance in Technical Service Management.
* Front Office Management, Help Desk Management & Mail Room Management.

# Professional experience

**Security Head KGOC : 22 Feb 2021 – 03 Mar 2023**

* Overall responsibility of Corporate, Plant, Man & Material.
* Conducting Fire exercise and Mock drills.
* Planning & monitoring security arrangement and deployment of security personnel.
* Housekeeping & Horticulture management.
* Maintain employees discipline and monitor staff movement & Frisking and surprise checking of staff and brand employees.
* Suggest security measures and Pay surprise visit to other offices.
* Setting & building up Vigilance function.
* Implementing Guard management system & visitor management system.
* Monitoring and operating CCTV cameras and other recording systems.
* Undertaking investigations into reports of offences.
* Liaising with the emergency services, police, ambulance and fire service to resolve issues and maintain security and service.

**Senior Manager - Admin & Security Paul Merchants : 25 Jul 2019 – 31 May 2020**

* **Administration**: Effectively playing a lead role in developing and tracking of budgeting process for various departmental projects. Meticulously setting both long and short-term objectives as well as tracking departmental performance. Contributing effective methods to the overall planning, management and corporate direction enabling an effective control on Telecommunication facilities, General purchases, Security services, Fuel & vehicle management and the Civil work; involved both for the HO and the Branches PAN India.
* **Records Maintenance**: Administering all components of a records management program .Ensuring compliance to all record protection audits. Managing and monitoring all document preservation.
* **Ware House maintenance**: Establishing and improving stacking and shipping of warehouse material. Effectively establishing uniform policies towards labeling of boxes, more accurate inventory and eliminating damage towards material stacked in the warehouse. Regularly reviewing consumption reports. Ensuring complete update on the available assets lying at the ware house.
* **Dispatch Monitoring**: Regular review of the dispatch actives being carried out. Ensuring proper track of material in transportation and related services, such as moving, storing, loading and unloading of materials is catered to effectively. Verifying all transportation related billings.
* **Billing Management**: Effectively monitoring and authorizing all bills related to Telecommunication, official billing catering to general purchases (pantry, housekeeping & imprest) and vendor billing (florists, pest control, security services, Refilling-petrol/diesel, civil work & Misc.). Managing and controlling expenses for the HO and for the branches PAN India.
* **Personnel**: Identifying recruitment needs and catering to all recruitment functions as per the projects allocation. Streamlining job descriptions and job specifications as per the projects allocation. . Maintaining records like leaves transfers, promotions and increments, wages & compensations. Catering to all Disciplinary procedures towards the section as per the organizational guidelines.
* **Official department’s coordination**: Coordination with various departments like the pollution control boards, electricity boards, water supply boards etc.
* **Branch Infra Procurement**: Assessment of quotations as per the requirements are assessed upon and monitored upon for timely purchase and ensuring quality product.
* **Renovation**: Coordination with branches for the new branch set-up. Coordination with the architects/draftsmen for the layouts and plan. Coordination for the quotation collection, assessment, negotiations and approval processing and order placing ensuring quality and timelines are met.
* **Security Management**: Coordination with Security services for deployment of Security Gunman guards at various location, verifying their bills and issue the payments. Carry out surprise checks, monitor CCTVs, make sure security is in line of SOP.

**Chief Security Officer Winsome Yarns Ltd : 25 Sep 2018 – 22 Jul 2019**

* Overall responsibility of Plant, Man & Material.
* Conducting Fire exercise and Mock drills.
* Planning & monitoring security arrangement and deployment of security personnel
* Facility and Transport management.
* Housekeeping management.
* Maintain employees discipline and monitor staff movement & Frisking and surprise checking of staff and brand employees.
* Maintain relationships with local, state and other law enforcement and related government agencies.
* Suggest security measures and Pay surprise visit to other offices.
* Setting & building up Vigilance function.
* Implementing Guard management system & visitor management system

**Security Officer Chandigarh University : 01 Apr 2016 – 22 Sep 2018**

* Overall responsibility of University.
* Taking charge of approx 250 security guards (Male & Female).
* Controlling & Monitoring nearly 25000 students & 5000 Staff.
* Conducting Fire exercise and Mock drills.
* Managing manpower & recruiting new Supervisor & guards.
* Ensuring internal cohesion of the organization by maintaining security & safety and a

Clear communications network between the various levels as a Security Officer.

**Delhi Metro Rail Cooperation with specialization in Customer Relation / Assistant Revenue Inspector**

**: 22 Feb 2013 – 24 Mar 2016**.

* To make sure of making arrangements for induction programmes for the newly recruited candidates for making them familiar with company culture, activities and its core values.
* Ascertaining the specific training needs of employees and accordingly arranging training programmes as Customer relation for improving learning curve.
* Monitoring a team of staff personnel thereby ensuring optimum performance.
* Dealing with customers and sought their grievances.
* Surprise checks of Metro stations control room related to revenue(stock of tokens, cards registers, and cash).

**Indian Navy (Executive Branch) with specialization in Administrative duties / Security & Safety of Man and Material (service conditions / personnel welfare etc.) : 05 Jan 1990 – 31 Jan 2012**

* Shouldered the Responsibility for conducting of high level meetings chaired by **Hon’ble Rajya Raksha Mantri**.
* Administration and co-ordination with Ministry of Defence, Ministry of Communication & IT, all Three Service Head Quarters.
* Steering Tri Services Information Communication Technology Project under Ministry of Defence in consultation with IT Industry & Defence PSU.
* Managing subordinate staff members regarding discipline, welfare, development, performance appraisal, counseling, grievances, security, safety & Office Administrator.
* Making Transfer list, course list, upgrading records of medical, promotion, personnel particulars for around 2500 submariner personnel’s.
* Training Facilities, Facilities of Security and Management, Fire Prevention, Security and safety of the building & staff, responsible for discipline, welfare, health, counseling & grievance of the staff.
* Assist in formulation of policy guidelines for Human Management Resources and Administrative related issues.
* Managerial, administrative and secretarial support to Squadron
* Security & Safety supervisor and conducting training in small arms.

# Education and professional development

**Academic**

* Graduation equivalent certificate from Indian Navy on retirement.
* 10+2 from National Institute of Open Schooling.

**Professional**

* Advance Leadership Course from Indian Management School Agrani, Coimbatore

**Additional**

* Diploma in Industrial Security & Safety Management, Fire Fighting and First Aid from National Institute of Security Management, Bangalore.
* Diploma in Industrial Security, Safety, Disaster Management, First Aid and Fire Protection Management form Institute of Industrial Security & Fire Protection Management, Raigad.
* Diploma in Security and Banking Management from Cardinals Education Society, Hyderabad.
* Diploma in Computer Applications from NITS, New Delhi.

# Honors

* Proficiency Award for displaying zeal and enthusiasm in professional competence.
* Conferred with Commendation by the Chief of Integrated Staff Committee for the outstanding performance, dedication and devotion to duty.

# Additional information

Marital Status : Married

Languages Known : English, Hindi & Punjab

Hobby : Horse Riding, Basket Ball

C:\Users\Sanjay\Documents\Gen\scan0030.jpg I do hereby certify that all the information furnished above is true to the best of my knowledge.

Date:

Place :