**Curriculum-Vitae**

**Jay Karan Singh**

**House No.1961, Gali No.110, Ward No.05**

**Saran School Road, Parwatiya Colony,**

**NIT, Faridabad, Haryana, PIN-121005**

**Contact No... 7011660467**

**Mail ID : jaykaransingh9@gmail.com**

**Objective:-**

**A Challenging growth oriented position in a progressive organization where i can effectively utilize my skills in order towards organization’s growth & success.**

**Academic Qualification:-**

**B.Sc. (Ag) Honors. From Dr. Bhim Rao Ambedkar University (Agra University), Agra (UP)**

**Technical Qualification:-**

**\*\*First aid training at St. John Ambulance Association, Vadodara (Gujarat) in December-1999**

**\*\*First aid training at St. John Ambulance Association, Faridabad (Haryana) in March-2006**

**\*\*First aid training at St. John Ambulance Association, Faridabad (Haryana) in March-2018**

**\*\*First aid training at Safety Beam Training Services, Faridabad (Haryana) in May-2019**

**\*\*Basic knowledge of computer, SAP, Mail, Internet etc.**

**Experience:-**

**\*\*Working as a Security Officer from -2009 to till date in JCB India Parts Centre, Plot No.74, Sec-25, Faridabad (Haryana) -121004, on contractual basis on behalf of Scientific Security Services Private Limited, New Delhi**

**\*\*Working as Assistant Security Officer from -2007 to 2008 in JCB India Limited, 23/07, Mathura Road, Ballabhgarh (Haryana) -121004, on contractual basis on behalf of Scientific Security Services Private Limited, New Delhi**

**\*\*Working as Security Supervisor from -2005 to 2006 in Whirlpool India Limited Faridabad (Haryana) -121005, on contractual basis on behalf of Scientific Security Services Private Limited, New Delhi**

**\*\*Working as Security Supervisor from 1999 to 2005 in Steelco Gujarat Limited, Palej (Bharuch) Gujarat on contractual basis on behalf of Secusafe Investigation Services Private Limited, Vadodara, Gujarat**

**Job Profile of Security Officer:-**

**I am listing below the activities performs by me.**

**[A] Discipline**

**\*Maintain discipline and command on guards & controlling all activities in terms of security and safety point of views in company premises**

**\*Maintain attendance of all security and firemen staff**

**\*To take care of all activity inside the company and inform to concerned officer of the company**

**\*Keep watch on every persons and also materials which in coming & outgoing out of the company**

**\*Maintain the punctuality, discipline in security guards, firemen & security supervisors and guide them for their duty time to time**

**[B] Record Keeping**

**\*Check the report properly and submit the same to the concerned officer of the company**

**\*Maintain the all incoming outgoing also maintain and update**

**[C] New-Initiative**

**\*Advice different type of kaizen to company so the company can avoid extra expenses**

**\*Horticulture and House keeping**

**[D] Controlling**

**\*Maintain the other activities in company premises and deals visitors & vendors**

**\*Observes and report activities and incident at an assigned client site providing for the security and safety of client properly and personnel**

**\*Patrols assigned site on foot or in vehicle check for unsafe condition, Hazard unlocked doors, security violation, block entrance & exits, mechanical problems and unauthorized person strictly prohibited in our company**

**\*Make sure that Govt-Officer should not be stopped unless there is proper instruction from the concerned officer of the company**

**\*Control crowd as required**

**\*And also maintain job and fire training in every month of the company**

**Special Ability**

**Fully responsible for maintain office corresponding documents and files**

**Key Strength**

**Fluent with good communication and interpersonal skills, hardworking and has optimistic approach will power**

**Hobbies**

**Reading books and news**

**Permanent Address:**

**Village: - Tiwarlalpur**

**Post Office: - Ayana**

**District: - Auraiya**

**State: - Uttar Pradesh**

**PIN: - 206129**

**Introduction:**

**Father Name: - Late Shri- Ram Sanehi**

**Date of birth: - 12 April 1973**

**Marital Status: - Married**

**Language Known: - Hindi & English**

**Nationality: - Indian**

**Salary Expected: - Negotiable**

**Date: - 20.11.2020**

**Place…Faridabad (Jay Karan Singh)**