# Dheeraj Singh Mehta

# 10 Years Exp. in Security Operation, ATM and Cash Management.

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# Committed & dedicated people, which will help me to explore myself fully and Intend to build a career with a leading corporate of hi-tech environment with realize my potential. Willing to work as a key player in a challenging and creative environment, and ready to accept any challenging task.

**Fashion Clothing Store**

**2018 to June 2020**

## Responsibilities

* **Greeting customers, responding to questions, improving engagement and providing outstanding customer service.**
* O**perating cash registers, managing financial transactions, and balancing drawers.**
* Assess customer’s needs and provide assistance and information on product features.
* Maintain in-stock and presentable condition assigned areas.
* Build productive trust relationships with customers.
* **Cross-selling products to increase purchase amounts.**
* “Go the extra mile” to drive sales.
* Actively seek out customers in store.
* Team up with co-workers to ensure proper customer service.



**Asst. Manager- Audit Department (HO)**

**Securitrans India Pvt. Ltd-Delhi**

January 2013 to March 2017

**Securitrans India Pvt. Ltd** is incorporated to cater to the specialized needs of the banking industry and high value Security, it provides security for Cash-in-transit, ATM Management, Cash Pick up, Secure Vaulting, Transportation of Bullion and Payroll packaging and delivery. **Company has about 187 branches all over India.**

**Job Profile**

## Branch Internal Audit

* **Responsible for Monitoring and guiding the team** during Internal Audit process.
* **Audit of stock** (Guards uniform, Stationery and other security equipments)
* Ensures compliance with established internal control procedures by **examining records, reports, operating practices, and documentation.**
* **Verifies assets and liabilities** by comparing items to documentation.
* **Verifies invoice/vouchers from the venders.**
* Identifying if and where processes are not working as they should, and advising on changes to be made.
* **Undertaking reviews of wages**
* Preparing reports and commentaries statements
* **Investigation of fraud at PAN India level.**
* **Regular follow up with the concerned Branch till the issue not closed.**
* **File legal action/FIR against the defaulter.**

## Security site Audit

* Audit client/ATM's site to ensure all site records are maintained and monthly reports completed.
* Audit site to ensure all electronic surveillance equipment used on the premises are up to date.
* Inspect and evaluate staff; verify accurate records of employee attendance and timesheets provide positive direction to motivate quality performance; discipline personnel when necessary and appropriate.
* To ensure shift staff do not while on duty or on post: **carry personal mobile phones or chew gum lean on buildings eat drink smoke.**
* To undertake fire alarm tests as required.
* **Vault Auditing**, verify the IN and OUT records of currency in the vault, verify the quality and quantity of currency, analysis and verify the process of currency shorting etc**.**

## Special duty for the company

**I used to operate SIPL Panipat Branch (Haryana) as a Branch Manager (Deputation period for 5 months). In Branch there was more than 1000 Security Guards, 700 ATMs site, various CITs and Cash pickups etc.**

## Duties & Responsibilities as a BM:-

* Maintain contact and friendly relationships with the Bank/MSP and **Customers building a favorable** company image. Resolve problems and complaints as they arise.
* **Successfully resolve Bank/MSP issues** timely and professionally.
* Provide Bank/MSP assistance as needed. This will include over the Field, over the phone, etc
* Review daily reports like C3R and FLM/SLM calls, taking appropriate action as needed
* **Attend periodic Bank/MSP coordinator’s meetings.**
* Manages workflow to assist staff in balancing priorities, providing backup support if needed and otherwise ensuring that all work is accomplished with an appropriate sense of urgency
* Assign and directs all work performed in the branch and supervises all areas of operation in accordance with established company policies/procedures, objectives and applicable laws.
* **Participate in the recruiting and interviewing** process of new employees.



**Executive**

**Security and Intelligence Services (SIS) India Pvt. Ltd**

**January 2012 to January 2013**

**SIS provides security**, facility management and cash logistics services, which are essential to the functioning of a vibrant and healthy economy. We have emerged as a trusted leader across these business segments in India and other geographies in the Asia Pacific region.



**Jr. Executive- Security**

**BRINK'S ARYA INDIA PVT LTD - Delhi**

**July 2007 to October 2011**

Brink’s Arya India Pvt. Ltd is the global division of [Brink’s, Incorporated](http://www.brinksinc.com/), a **widely recognized provider of secure logistics solutions.** Utilizing our integrated network of worldwide affiliates, Brink’s offers secure transport and associated security services in more than 110 countries

## Management Expertise

**•Ability to guide individuals towards goal achievement using negotiation team work Collaboration, motivation and staff development skills.**

**•Develop strong inter-personal relationships with the team to cohesively bond them together.**

**•Modify operation as needed to meet service level agreement under supervision of the seniors.**

## Education

**Graduate-BA**

Delhi University – New Delhi

**Computer Skills**

**MS Excel (V-lookup, Pivot Table report, Password protection etc),** MS office, Internet, Emailing

Traveling skills to travel anywhere in India.

## Extramural Activities

**NCC “B” and “C” Certificate**

• Participated in **RDC (Republic Day Parade) 2007**, out of 148 cadets selected from all over Delhi.

• Also selected for the **RAJPATH,** out of 144 cadets selected from all over India, the NCC marching contingent performed at Rajpath on Republic Day, 26th January 2007.

## Commendation

**CEO Commendation**

**“February 2009”**

I have received an **Appreciation letter** from Brinks Arya (my first company), given by the CEO for my performance during Deputation in Bangalore Branch. There were some IR issues.

## Personal Information

**DOB : 09th May, 1986**

**Height and weight : 5’ 11’’, 69 Kg**

**Marital status : Married**

**Residence Status : Permanent- Delhi**

**I assure** t**hat all the above information is true the best of my knowledge.**

**Dheeraj S. Mehta**