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| **BANWARI LAL PUNIA**  ***Security Management / General Administration***  ***Visionary, risk taker & strategist with 10 years’ multi-cultural experience in spearheading complex security challenges & risks and making uniformed and high-stakes decisions using experience-backed judgment, strong work ethics & irreproachable integrity***  ***Industry Preference: Pharma, Infrastructure Location Preference: Ahmedabad***  **blpunia7@gmail.com  +91-9983581600 / +91-9824961600** | |
| core24x24icons Key Skills   |  | | --- | | **Security Management** | |  | | **General Administration** | |  | | **Safety Management** | |  | | **Training** | |  | | **Risk Assessment & Mitigation** | |  | | **Process Improvements** | |  | | **Quantity Assurance & Control** | |  | | **HSE Management** | |  | | **Reports Preparation** | |  | | **Training & Development** | |  | | **Team Building & Leadership** | |  | | knowledge24x24icons Profile Summary |
| * Resourceful in **implementing stringent security measures** for the safety of high-value assets and information, resolving complex security & vigilance issues as well as providing expert advisory services * Experience in **managing the entire gamut of internal & external communications** including confidential correspondences aimed at creating favourable starting points with stakeholders (vendors, service providers & suppliers) * **Directed the entire administration functions** which encompass travel management, facility management, public relations, vendor management & coordination * Expertise in **inspecting workplace for safety hazards** and recommending safety policies * Hands-on experience in **managing firefighting & rescue operations** and all types of vehicle light as well as heavy vehicles * Skills in **devising significant solutions** as well as maintaining sound environmental and safety conditions as per the **HSE Management System** * Expertise in **planning, organizing & executing operations & maintenance tasks** and coordinating with different agencies for effective functioning of the organization * **Coordinated with government agencies, institutions, corporates & ministries** at state & central level for collation of information pertaining to investigations of major cases * Achievement-oriented professional with excellent people management skills and capability to manage change with ease |
| career24x24icons Career Timeline | |
| 2016 – 2017  2017 – Present  2015 – 2015  2014 – 2014  2008 – 2013  1988 - 2008  **Border Security Force (BSF)**  **Kunj Infra Development Pvt. Ltd.**  **Red Fox Protection Pvt. Ltd.**  **Fortune Park JPS Grand (ITC)**  **Otsuka Pharmaceutical India Pvt. Ltd.**  **True Value Nirman Pvt. Ltd.** | |
| edu24x24icons Education | * **M.A.** Political science from Lohia Collage, Churu, Rajasthan University in 1988 * **B.Com.** from Institute Name, Location, Rajasthan University in 1986   **Other Courses:**   * Professional Driver All Passenger Vehicle with License * **Carry Pistol with All India License** * **Computer C +++** |
| exp24x24icons Work Experience  **Since Aug’17: Otsuka Pharmaceutical India Pvt. Ltd., Ahmedabad as Assistant Manager (Security Head)**  **Apr’16 – Aug’17: True Value Nirman Pvt. Ltd., Ahmedabad as Administrator & Chief Security Officer**  **Apr’15 – March’16: Fortune Park JPS Grand (ITC), Rajkot as Security Manager (Security Head)**  **Feb’13 – Apr’15: Red Fox Protection Pvt. Ltd., Ahmedabad as Area Manager – Security**  **Dec’08 – Jan’13: Kunj Infra Development Pvt. Ltd., Ahmedabad as Chief Security Officer**  **Key Result Areas:**   * Planning, organizing & supervising security, safety & vigilance aspects of the organization at all levels * Imparting the field training through identification of need, designing & implementation of aids, record management for the same and execution of programs * Developing public relationship and coordinating with Government Agencies in all matters * Managing security at strategic locations, VIP security with focus on ensuring the rendering of training on First Aid, Security Standards, Crisis Response, and so on * Ensuring that: * All security system & procedure laid down by the management are duly followed by the department * Other operational procedures such as gate pass, inward-outward, key control, and so on are adhered to at all times * Departments or areas which require to be opened in emergencies and outside of their regular timings are opened in the presence of a security person or night manager * No employee enters or leaves the industry without proper checking * Supervising all security personnel and ensuring the smooth functioning of department * Designing, standardizing & implementing the security system & procedure for the entire industry * Ascertaining: * Strict adherence to house rules & policies laid down by the management * Smooth handling of parking and maintenance of Fire Safety System in the industry through regular inspection & check-ups and conducting regular drills for handling of emergency situations * Safety & security of guests and their belongings; ensuring the safety of all employees & industry property * Addressing enquiries in cases of theft as per the prescribed procedures   **Accomplishments: (Pls. mention & confirm)**   * Ensured nil security breach across locations by establishing a high standard of guarding, whistle blowing, tackle frauds, handle vigilance cases, conduct investigations, set right deviant systems and processes * Improved compliance to policy, regulatory and contractual requirements by XX% in four-month period by implementing formal program and training for XX Security Representatives in over XX countries * Conceptualized & implemented Biometric Access Control & Visitor Management System across facilities; installed & maintained the CCTV, time lock, fire extinguishers, burglar and fire alarm systems and security devices * Significantly reduced risk by conducting Physical Security risk assessments, presenting recommendations to management, and implementing process improvements; identified and fixed during security audits * Conducted public relations exercise and press releases with support of policy makers, industry and media, both print & electronic | |
| Previous Experience  **MM’YY – MM’YY: Border Security Force (BSF), Location as Head Constable (Administrative Branch)**  **Accomplishments:**   * Awarded with rewards on more than 30 occasions including appreciation from the level of IG, DIG and Unit Commandants for varied operational, training and administrative related aspects * Worked as NCO (Non-Commissioned Officer) Quarter Master, Kote NCO, Mess NCO, Defence NCOs, Post Commander and Commandant Driver * Conferred with Operations Parakarm and Vijay Medal | |
| personaldetails24x24icons Personal Details  Date of Birth: 17th August 1967  Mailing Address: Village Dhani Punian, Post- Jharsar Chhota, Tehsil- Taranagar, Churu – PIN-Code 331023, Rajasthan  Languages Known: English, Hindi and Gujarati  **Thanks & Regards**  **Banwari Lal Punia** | |
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