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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

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| **Security Management** |
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| **General Administration** |
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| **Safety Management** |
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| **Training** |
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| **Risk Assessment & Mitigation** |
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| **Process Improvements** |
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| **Quantity Assurance & Control** |
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| **HSE Management** |
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| **Reports Preparation** |
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| **Training & Development** |
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| **Team Building & Leadership** |
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 | 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
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| career24x24icons Career Timeline  |
| 2016 – 20172017 – Present2015 – 20152014 – 20142008 – 20131988 - 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 +++**
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| 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
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|  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
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| personaldetails24x24icons Personal DetailsDate of Birth: 17th August 1967Mailing Address: Village Dhani Punian, Post- Jharsar Chhota, Tehsil- Taranagar, Churu – PIN-Code 331023, RajasthanLanguages Known: English, Hindi and Gujarati  **Thanks & Regards** **Banwari Lal Punia** |
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