**RESUME**

**Pramod Kumar Singh ,** **Ex – Servicemen(Indian Army/AMC)**

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**Home Town add:**

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| **Sub:** | **Application for the post of Security/Admin** **Any senior position** |
| **Education****Professional Qualification**  |  **B.Sc. (Bio) ,DMLT** **Diploma in Blood Bank Technology****FDA Approval (Blood Bank Technical Supervisor)****General Nursing** **Military training (Including Security Training )****Fair fighting****Disaster Management**  |
| **Professional Experiences-I/**  **Responsibility and Role****Key Skill and Challenges**  | **India Army (Army Medical Corps)**  **30 Aug 1996- 31 May 2013**A competent & dynamic professional with around 13 years of experience in Security Initiatives, General Administration, Facility Management, Operations Management, and Blood Bank TechnologyA result oriented professional with a sound knowledge in technical aspects and managerial functions.Vary first one year I had been to basic military training Then I had worked for three yrs. As General Nursing  Soon After I had joined to Blood Bank Technology (Transfusion of Medicine) Since 2000 to 2013. Served in different Military Hospital Blood Bank.Also worked in AFMC Blood Bank Pune as blood bank technician. And worked as General Nursing at different military hospital and medical cover at various field firing , Long route and short route patrolling ,fire fighting and sports activities in Defence Well in handling of small arms, Automatic Weapons and Rifles, Sten Machine, Carbine, Light Machine Gun etc.Also undergone field firing and battle inoculation every year and been trained in offensive and Defensive operation under simulation battle field condition. Trained in fire-fighting and use of firefighting appliances all during my service in Army. Well trained in exercising security measures to safeguard the Government property from theft, sabotage and fire risk. Trained to command the guard on duty. Security of personnel, information and materials. Physical training during entire in Indian Army. During my service period in Indian Army I have served in many Army installations both under peace and war conditions. Well commanding, motivation and monitoring to troops. My responsibilities involves to develop liaison with external agencies and develop Intelligence network to control the movement of men, Material & information. Adaptable & focused with deftness in leading security / crisis situations and planning & coordinating issues requiring logistics; store administration, security management functions. A strategic planner with extensive experience in managing operations of large groups with demonstrated leadership qualities & organizational skills during the tenure. Proficient in improving security system, environment safety measures and resolving security problems like Strengthen supervision, Regular patrolling, apprehension and handing over of criminals to local police, Liaison with local police, Build intelligence network, Checking and regulating material movement, Training of contractual security staff, Effective deployment of guards at critical sites & Monitoring contract labours movement Hands on experience in general administrative activities, personnel management, policy implementation and facility management across assignmentsProvide safe and secured effective environment to officers, suppliers, consultants engaged in the site work and protect the assets.Successfully managing entire extent of functions for streamlining the security operations, safety management; general administration with a 265 cont. security guards. Introduced timely changes to enhance work output of security personnel and timely imparting training to security guards. Ensuring the security goods, equipment's, high value assets and implementing counter strategies against sabotage, thefts fraud; forgery by timely reviewing security procedures.Assess and carry out effective deployment of all security personnel at all key and vulnerable points. Ensuring system compliance as per ISO /OHSAS/IMS for security department Controlled access of personnel using hand held metal detector device, hands on training in intruder detection & alarm systems, surveillance cameras, recorders, fencings,Ensuring proper security vigilance for zero incidents of pilferage and thefts / safeguarding company assets and property in plant.Constant monitoring of all personnel on duty at all times through feedback and reporting system and surprise checks on ground. Maintaining law and order in the plant and colony and making contingency plan to cope up with crisis situation.Ensuring safe entry & exit of personnel and vehicles at large industrial establishments and liaising with local authorities such as Police, fire, revenue and district administration. Take care of effective patrolling & traffic management in the plant. Collection of meaningful intelligence of the plant and surrounding areas so as to take preventive action in time and draw contingency plan. Reporting of security matters to the management with recommendations affecting the smooth functioning of plant.Developing and implementing security policy. (Based on Corporate Mission & Vision Statements), integrated security procedures to ensure qualitative, cost effective & value added security services.Planning and monitoring industrial security arrangements involving preparation of security plans, deployment & training of security personnel, etc.Implementing stringent systems / measures to establish and maintain high security standards in compliance with prescribed statutory norms.Handling the security of men, material, machinery & resources including disaster management & fire fighting programs. Managing operations involving security threat analysis, decision-making, information management, problem solving, project planning, resource management, and monitoring.Responsible for the overall coordination of the organization's response to a crisis, in an effective, timely manner; planning disaster/ emergency management programs.Collecting, collating & disseminating vigilance information.Conducting detailed investigation of security breeches for compliance. |

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| **Professional Experiences-III/** **Present Skill Set Responsibility and Role****Special Acquisition IV** | **Presently working with DY Patil Blood Bank Since 2013****Designation-** Blood Bank Officer **Admin. Activity and Blood Bank Technical Supervisor** **Overall Blood Bank Management responsibility handling: Equipment function and maintenance , Technical and non Technical staff monitoring and motivation ,Organize and management Voluntary Blood donors camps, Order placing and follow up with Out Sources for Medical indent etc. Annual Maintenance for all equipment (Calibration ). Maintaining annual Health record for all staff, Vehicle arrange for camp ,Co-ordinate with medical Supplier and Social worker. Component Transfusion ,Plasma apheresis ,Stem cell therapy.** **Also Worked in SYP (AGRO FOODS LIMITED)as Production supervisor Since 25th Jan 1996 -29th Aug 1996.** |
| **Date of Birth****Notice period****Current CTC****Expected CTC** |  **04-05-76** **30 day’s**  **4.5L** **As per industry norm** |

 Hereby assert that, the information’s provided above are quiet genuine and flawless one to the best of my knowledge and belief

Yours truly

Pramod Kumar Singh Date:30/4/2015

 Place: Pune-05