

SUNIL MENON

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OBJECTIVE

A challenging position as a Security Manager in an organization, offering responsibility, encouraging initiative, providing opportunities to apply my background, skills and knowledge in security operation to provide practical, feasible, measures and showcase passion and dedication towards the field.

EDUCATIONAL QUALIFICATIONS

- ; Post Graduate
- ; Computer savvy with good typing skills in both English & Hindi
- ; CRPF DASO Course
- ; Translation Course

RELEVANT SKILLS

- ; Excellent Communication Skills.
- ; Top Notch Leadership and Interpersonal Skills.
- ; Fire Fighting & Unarmed Combat, Emergency Safety Codes and Evacuation Procedure.
- ; Adaptability to various situations and able to work with dedication.
- ; Excellent administrative skill.

WORK EXPERIENCE

- ; Central Reserve Police Force – 21 Years (took VR on 29-2-2008)
- ; CRPF - Asst. Sub Inspector - 1987-1994 ; Sub Inspector 1994-1998 ; Inspector 1998-2008
- ; Lotus Hospital – Chief Security Officer (May 2008-January 2010)
- ; Bharath Biotech Intl. Ltd – February 2010 to November 2010
- ; Lotus Children’s Hospital – Chief Security Officer (November 2010 – April 2013)
- ; Fernandez Hospital – Manager Security (October, 2013 - July, 2014)
- ; X - Security Force - Ops. Mgr. (Sept.2014 to June 5th, 2015)
- ; Continental Hospital - Chief Security Officer - June, 10th, 2015 to till date.
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JOB RESPONSIBILITIES LOOKED AFTER:

- ; House Keeping, Maintenance Supervision, Store Supervision
- ; Handling Incoming and Outgoing registers
- ; Monitoring Staff Movements and CCTV.
- ; 70 Security Guards, 45 HK Staff, 15 Maintenance Staff, 7 Transport Staff under Direct Supervision
- ; Surprise Checks during Night to keep Security Alert and Vigilant.
- ; Training Staff on Self Defense, Safety Codes in Hospitals, Fire Fighting, Emergency Evacuation of patients in case of Emergency
- ; Maintaining attendance of outsourced security staff, material in-out register, post-wise books for security guards, occurrence register for supervisors.
- ; Make attendance sheet of outsourced security staff for onward submission to the accounts section.
- ; Make duty roster for supervisors, security guards and drivers.
- ; Briefing of supervisors, guards and drivers constantly about their roles and responsibilities.
- ; Make duty rosters, vehicle statement, non-returnable material statement, monthly training details, and attendance details to HR through excel sheet, every month.
- ; Take classes about roles and responsibilities of employees and also of patients, and mission and vision of the hospital.
- ; Providing timely information to HR head.
- ; Liaise with different agencies for timely procurement of drivers and guards.
- ; Liaise with Govt. depts. and local authorities.
- ; Maintenance of vehicles and office equipment’s like HHMD, DFMD, Fire Hydrant etc.
- ; Detailing vehicles for staff movements to different units.

- ; Ensure Health, Safety and Environment consciousness among the staff through induction classes.
- ; Preparing regular attendance of security guards and drivers.
- ; Providing deduction details of contractual staffs to accounts dept.
- ; Maintenance of various official records through registers and files.
- ; Maintaining vehicle documents and ensure timely payment of tax, insurance and pollution.
- ; Taking classes for newly joined and old staff in induction programme.
- ; Conduct safety classes and mock drills regularly.
- ; Preparing duty rosters of security supervisors and giving timely instructions to Supervisors.
- ; Maintaining returnable and non-returnable materials details in excel sheet and registers.
- ; Attending to the complaints received from attenders and patients with perfect follow up.

HONORS / ACHIEVEMENTS

- ; Directly Appointed Subordinate Officer – 1988 – 1st Position in Group Firing
- ; Second Position in the All India Noting & Drafting Competition -1990
- ; Received Awards from L.K Advani, Shri. I.D. Swamy and Governors of Kerala, J&K, UP etc. for administrative excellence.
- ; Trained thousands of new recruits in the art of Unarmed Combat & Indoor Sports.
- ; Represented CRPF in various Sporting Events and received numerous awards for outstanding performance.
- ; Appraisal from my HODs and MDs.
- ; Received “BEST MANAGER FOR THE YEAR 2015-16”.

STRENGTHS

- ; Self Confidence
- ; Farsightedness
- ; Highly punctual & dedicated to work.
- ; Fearless and Precise
- ; Able to complete the assigned job and tasks under high pressure situations too.

INTERESTS / HOBBIES

- ; Outdoor and indoor Sports.
- ; Reading books and traveling.

PERSONAL DETAILS

Father's Name : Late Shri. P. Prabhakara Menon
Date of Birth : 21-11-1961
Gender : Male
Nationality : Indian
Marital Status : Married
Languages Known : Hindi, English, Malayalam and Tamil
Height : 188.5 Cms.
Weight : 98 Kgs.
Present Address : H.No 25, Nakshatra Villa, Balapur,
Hyderabad – 500005.
Salary drawing : Rs. 9.6 lakhs p.a.
Salary expected : Rs. 12.5 lakhs p.a.

DECLARATION

I hereby declare that all the information furnished above is accurate and true to my knowledge.

Place: Hyderabad

(SUNIL MENON)