



RAJESH ROY

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Seasoned professional committed to provide safe & secure environment and work enthusiastically in team to achieve goal of the organization with sheer devotion and hard work.

EXECUTIVE DIGEST

- ⇒ A competent administrator with over **23 years** of rich experience in **Security Operations, Accident & Incident Investigation**, in **Cushman and Wakefield, Inc. Batra Hospital & Medical Research Centre, ISS, British High Commission, FCO, Lady Hardinge Medical College & Hospitals, Carnival Cruise Lines** and in the premiere institution of the country the **Indian Air Force**.
- ⇒ Presently associated with **Orient Craft Ltd. as General Manager Security**.
- ⇒ Possess a proven track record in **managing crowd control, crisis management and handling of fire-fighting equipments**.
- ⇒ Dexterity in managing **Threat Communication, Loss Prevention (Investigation), Homicide, Drugs, Suicide, Sexual Assault, Equivocal Death and Child Molestation Investigations**.
- ⇒ Proficient in administering industrial and refinery security programs to guard against **theft, fire, vandalism, violence**, or other threats against the company or its employees.
- ⇒ Possesses excellent operating knowledge of latest security gadgets including **Explosive Detection E.L.I.T.E model 100, under vehicle scanning system, Intruder alarm system, CCTV Camera, X-ray Machines (Baggage scanner), APASS (computerised identification of visitors/vendors system), Hand held Metal Detector, Walk through Metal Detector, breath analyzer, bomb blast suppression blanket etc.**
- ⇒ Gained exposure in the field of conducting **Minor/Major Fire/Bomb Search Exercises and Drills as well as steering Drug Detection, Arms and Ammunition**.
- ⇒ **Awarded distinguished medals** for safeguarding various vital installations of Indian Air Force in insurgency affected areas of Nagaland & Assam.
- ⇒ Merit of being accredited with **various security organizations/agencies of United States of America, Canada in the state of Halifax & New Brunswick, European and Latin American countries viz. Italy, Croatia, Spain, Portugal, Mexico, Panama, Costa Rica, Honduras, Belize & Jamaica**.

ORGANISATIONAL EXPERIENCE

Dec 2015 to Till date

General Manager Security

**Orient Craft Ltd.
Gurgaon, India**



- ⇒ Responsible for Intelligence, Surveillance, protection and Reconnaissance of Orient Craft Plants premises spread across the states of Haryana, Rajasthan and Uttar Pradesh (NOIDA).
- ⇒ Conducted and organized alongside senior management all security education programs which resulted in Superior ratings from US CBP (United States Customs and Border Protection) for Tier 1 & Tier 2 Security clearance on C-TPAT (Customs –Trade Protection against Terrorism) .
- ⇒ Cleared all Global Security Verification certification for Plants located in Delhi/NCR as per C-TPAT and Security Supply Chain Management.
- ⇒ Oversaw all the investigations of losses and security violations and identified and implemented required corrective actions.
- ⇒ Piloted the business development and liaison activities to preserve the relationships with multiple outside agencies.

- ⇒ Coordination with senior management on the company's crisis management efforts, including crisis planning and crisis response.
- ⇒ Take an active leadership role on the Disaster Recovery and Business Continuity (DRBC) team.
- ⇒ Assist in emergency management and contingency planning preparations.
- ⇒ Oversee the provision of executive protection coverage for company owners and senior leaders on an ongoing basis.
- ⇒ Oversee security planning and coverage for major events.
- ⇒ Develop and oversee programs to address travel risk issues.
- ⇒ Successfully laid down Security Protocols for visiting dignitaries from Union Textile Ministry and State Chief Minister of Jharkhand Senior Superintendent of Police of Ranchi, Jharkhand, India.

Aug, 2014 to Nov 2015 Assistant General Manager Security & Fire Safety Cushman and Wakefield, Inc. Gurgaon, India



- ⇒ Responsible and managing the Security and Fire Safety of Commercial, retail (High end shopping Malls), SEZ and corporate buildings and sites for DLF at Delhi/NCR.
- ⇒ Worked with government employees and contract personnel to improve emergency/standard operating procedures, which enhanced response time of first responders.
- ⇒ Conducted market research for a service provider/product which would enable the Physical Security Unit to implement a nationwide inventory database with real-time capabilities.
- ⇒ Implemented a strategic planning process which enabled the Physical Security Unit to identify long-term goals and set objectives to achieve them.
- ⇒ Started and administered an intra-sectional training program which promotes cross-training across security disciplines.
- ⇒ Instrumental in the successful implantation of the Identity, Credential, Access Management programme across all sites of Commercial and retails buildings for close to 9000 employees in twelve (12) month period.
- ⇒ Supervised a 1200+ guard force.
- ⇒ Ensured operational objectives were met consistently and as directed.
- ⇒ Managed the schedules for each client site interacting directly with the security Managers, supervisors and site managers.
- ⇒ Conducted regular site inspections throughout the Delhi/NCR region at all Commercial and retails sites .
- ⇒ Managed varied training program for new Echelon managers..
- ⇒ Maintained operational metrics and provide regular performance reports.
- ⇒ Identified, interviewed, lead, developed and retained top management talent for the security team.

Mar, 2013 to Aug 2014 Manager Security Batra Hospital & Medical Research Centre, New Delhi



Key Accountabilities:

- ⇒ Manages the safety and security program to provide a safe and secure environment of care at Batra Hospital & Medical Research.
- ⇒ Responsible for the compliance of all regulatory standards and industry best practices relative to Fire safety and security.
- ⇒ Managed Yearly Budgets, Monthly & Yearly Reports, hired and trained new officers.
- ⇒ Conducted and solved security investigations including theft, fraud, vehicle accidents, drug diversion, assault, and attempted murder; guarded Cashier during cash transports.
- ⇒ Assisted with Disaster Drills and fire drills in accordance with NABH and JCI guidelines of Hospitals.
- ⇒ Conducted Interim Life Safety Measures (ISLM) inspections in coordination with local Law enforcement and fire departments and participated in community Safety Days events.
- ⇒ Assisted Medical Superintendent & Director Hospital on Internal and External Disaster preparedness team.
- ⇒ Managed fire alarm system and Fire Extinguisher inspections for facility campus.
- ⇒ Conducted Stress Centre and hospital interior patrols and exterior patrols, de-escalated combative patients.
- ⇒ Directs investigations regarding loss, breaches of security and emergency situations.

- ⇒ Identifies and develops staff education planning for Fire safety and security in the entire department.

Nov, 2010 to Mar 2013

Senior Regional Manager Security

**ISS, Foreign Commonwealth Office
British High Commission, New Delhi**



Key Accountabilities:

- ⇒ Coordinate/process security clearances for ISS staff Contractors Visitors & Vendors.
- ⇒ Successfully standardized single access card platform across the enterprise for ISS employees.
- ⇒ Introduced enhanced Visitor Management System, decreasing processing time.
- ⇒ Established standard Security Audit and Risk Evaluation protocols
- ⇒ Successfully established Facility Access Control and Badge standards as per FCO guidelines
- ⇒ Leveraged process improvement to reduce overall Security spend by 15%, while achieving overall security infrastructure enhancement and risk reductions.
- ⇒ Established Corporate Security Organization for ISS business unit.
- ⇒ Compliance with FCO Security protocols.
- ⇒ Reporting of Security Accident/Incidents.
- ⇒ Conduct security briefing for ISS Staff, Contractors and regular visitors.
- ⇒ Conduct Security awareness training.
- ⇒ Security escorts planning and management.
- ⇒ Implemented policies, procedures, and standards to protect personnel, property, facilities, operations, and proprietary information as per FCO Protocols.
- ⇒ Emplaced Anti-terrorism force protection (ATFP) materials to mitigate terrorist attacks at High Commission.
- ⇒ Conducted threat vulnerability and security assessments for facilities and outside residential & Boarding School.
- ⇒ Provided security training, travel briefings, and organized issue of ID badges
- ⇒ Conduct internal audits.
- ⇒ Management of goods/materials in transit.
- ⇒ Maintenance of Security Register.
- ⇒ Enhance ISS and FCO processes and implementation ideas for ongoing improvement of the Health, Safety and environment.
- ⇒ Security risk Management on Pan India basis for Foreign Commonwealth Offices.
- ⇒ Act as single point of contact in Security Matter at British High Commission.

July, 2007 to Nov 2010

Manager Security

**Lady Hardinge Medical College & Hospitals,
Ministry of Health and Family welfare, New Delhi**



Key Accountabilities:

- ⇒ Organizing, monitoring and supervising security of the **Lady Harding Medical College and associated Hospitals.**
- ⇒ Ensuring proper control and Command system is being followed for the security of the entire building premises and its surroundings.
- ⇒ Preparing periodical schedule. Submitting periodical reports to the Director, medical Superintendent, concerned departments and Ministry of health and Family Welfare.
- ⇒ Implemented new Security plans that led to increased protection of personnel and security.
- ⇒ Assisted senior leadership in the development of Security operational strategies for dozens of objectives.
- ⇒ Successfully exceeded operational goals in rapidly changing and stressful environments.

- ⇒ **Produced complex multi-source intelligence products derived from intelligence data collection, analysis, evaluation, and interpretation.**
- ⇒ **Created intelligence presentations in order to brief senior-level government agency officials as threats emerged.**
- ⇒ **Developed and strengthened essential ties with various government agencies by interfacing with intelligence communities at interagency and international briefings.**
- ⇒ Produced intelligence reports on assigned area for submission to Joint Secretary at Ministry of Health and Family Welfare during international meets with WHO and other foreign dignitaries .
- ⇒ Inspecting materials maintained by the storekeeper to ensure effective security of the stores and materials and prevent pilferage.
- ⇒ Imparting on-the-job training to the security staff to upgrade their skills and enable them to employ modern technology/methodology in their respective fields in order to make the security job more professional and efficient.
- ⇒ Responsible for overall welfare of the security staff including their health care and other duties and make recommendations/suggestions to this effect. Addressing staff redress of grievances to improve their productivity and efficiency.
- ⇒ Maintaining discipline and control among the security staff.
- ⇒ Liaison works with officers and staff of maintenance department of Central Public works department, **NGOs** and **local police** for better security services.
- ⇒ Organizing and supervision of drills.
- ⇒ Introduced **fire safety management system** which includes installation and maintenance of fire detection and control systems.
- ⇒ Introduced proper technique of **CPR (Cardiopulmonary resuscitation)** to security team.
- ⇒ Introductions of **vehicle parking management systems.**
- ⇒ Monitoring Control room for CCTV camera.
- ⇒ Responsible for dealing with unforeseen situations in case of **emergency/disaster.**

November, 2002 – May 2007

Security Officer

Carnival Cruise Lines, Miami, USA



Key Accountabilities:

- ⇒ Responsible for Organizing, planning and supervision of Bomb Search drill, fire rescue evacuation, Theatre & dining room evacuation and helicopter evacuation with close coordination from **US Coast Guard.**
- ⇒ Responsible for planning and directing security activities to safeguard company assets, employees, guest and others on company property.
- ⇒ Responsible for maintenance of fire **alarm panel, smoke and heat detectors, fire extinguishers, hydrants, nozzles, and valves and automated sprinklers system** in good operating conditions.
- ⇒ Responsible for conducting and supervision of multi-drug screening test for crew on board in entire fleet of the vessel.
- ⇒ Applying various security measures on board ships as per the standard set down by **International ship and port facility security (ISPS).**
- ⇒ Implementing the rules and regulations of **international maritime organization** concerning security.
- ⇒ Following applicable rules of department of homeland security viz. **United States Customs and border protection, Federal Bureau of Investigation and United States Coast Guard.**
- ⇒ Responsible for screening of cargo on board by Explosive Detection E.L.I.T.E model 100.
- ⇒ Working closely with various government bodies' viz. **U.S. Customs and Border protection, U.S. Coast Guard, Federal Bureau of Investigation, local Sheriff and officials of port authority.**
- ⇒ Preservation of evidence collection and technique of crime scene committed at international waters.
- ⇒ Maintaining log of surveillance cameras on board and also carrying out periodical review.
- ⇒ Supervision of crew cabin safety inspection for hazardous material as per Company standard.
- ⇒ Following stringent guidelines set up by **Maritime Transportation Security administration.**
- ⇒ Ensuring electronic Surveillance through **CCTV, intruder alarm system & Morse clock.**
- ⇒ Maintenance and use of **Blast Suppression Blanket** for explosives.
- ⇒ Proficiency in use of force policy while handling aggressive guest and crew on board.
- ⇒ Expertise in **evidence photography.**
- ⇒ Auditing and implementation of corporate Security directives.
- ⇒ Conducting periodical orientation classes on safety and security for team members.
- ⇒ Enforcing **Environmental Compliance** as per Company policy as recommended by EPA (Environment Protection Agency-USA).
- ⇒ Monitoring Garbage Separation and Waste Management.
- ⇒ Interacting with the Local Authorities of different countries where ever the ship interacts with a foreign port.
- ⇒ Suggesting methods to improve security condition and supporting the **loss Prevention System.**

- ⇒ Screening Passengers & Employees boarding the vessel for Contraband & Prohibited items.
- ⇒ In addition to primary duties as Security Officer, selected as the ship's Guest relation and Sexual Assault Prevention Coordinator/Trainer.

Feb'1989 – Oct'2002

Senior Non Commissioned Officer

Indian Air Force



Key Accountabilities:

- ⇒ Created and maintained security clearance report and incident report databases of around 2100 personnel.
- ⇒ Filed and managed all personnel security standards and documents, in accordance with the Indian Air Force regulations and Air Force Acts.
- ⇒ Trained Aircrew in weapons safety and proper use of force, resulting in zero weapon safety mishaps.
- ⇒ Passed multiple unannounced security compliance inspections from squadron/Flight commander.
- ⇒ Initiated, planned, executed, controlled, and closed multiple cross-departmental security program improvement projects, working closely with stakeholders, Supply, and Operations; met all quality, schedule and budgetary constraints.
- ⇒ Provided written intelligence summaries of threat reporting, maps, overlays and aerial photographs.
- ⇒ Organized comprehensive written reports, presentations, maps, and charts based on research, collection, and analysis of intelligence data during Kargil Operation at Jammu & Kashmir and in the North East insurgency affected sector of the country,
- ⇒ Gathered and analyzed all-source intelligence reporting to create detailed databases and profiles on persons of interests operating within the Counter Insurgency area of Assam & Nagaland
- ⇒ Enforced Air Force Orders and Station Standing Orders on physical security regulations by conducting weekly inspections which led to high praise on annual command inspections.
- ⇒ Coached and mentored subordinate security officers during Staff Assistance Visits and Organizational Inspection Programs to ensure compliance to doctrine & Standard Operating Procedures.
- ⇒ Coordinated with Office of Personnel Management, Network Command and Indian Air Force Headquarters to establish first Electronic Fingerprint Device within the Command Headquarters.
- ⇒ Maintained all equipment on three hand receipts at four facilities by conducting inventories, receipts, and turn-ins.
- ⇒ Operated and managed the organization's destruction of all classified material.

PROFESSIONAL ENHANCEMENTS

- ⇒ **International Ship and Port Facility security officer** training from Carnival Cruise Lines (United States of America).
- ⇒ **SSG Smart Security Group- England (International Certification for Security).**
- ⇒ **Carnival Cruise Lines Security conference - 2008, Miami, Florida,** (United States of America)
- ⇒ **Crisis Management and Human Behaviour Course** (Panama Maritime Authority and Bahamas Maritime Authority)
- ⇒ **Crowd Management course** (Panama Maritime Authority and Bahamas Maritime Authority)
- ⇒ **Leadership Course-Cultural Diversity in the Cruise Workplace (Johnson & Wales University, Florida Campus)**
- ⇒ **Managerial Corporate Training** (Carnival Corporate College in association with **National Education Training Group, United States of America**)
- ⇒ Personal Survival Techniques (Directorate General of Shipping, Government of India).
- ⇒ Personal Safety and Social Responsibility (Directorate General of Shipping, Government of India)
- ⇒ **Elementary First Aid** (Directorate General of Shipping, Government of India)
- ⇒ **Fire Prevention and Fire fighting** (Directorate General of Shipping, Government of India)
- ⇒ **Security Training certificate** (Indian Air Force)

- ⇒ Certificate of Qualification in **Administration** (Admin Training Institute, Indian Air Force)
- ⇒ **Trade Proficiency Certificate in Administration** (Indian Air Force)
- ⇒ Military Graduation (Indian Air Force)
- ⇒ **Warrant Officer Management** Course (Indian Air Force)
- ⇒ **CPR (Cardiopulmonary resuscitation)** from Miami, Florida, United States of America with effect from Jan 2006.

EDUCATIONAL QUALIFICATIONS

- Post Graduation (Faculty of Arts), Annamalai University (2002-2004)
- B.A. (English Honours), University of Delhi, Delhi (1992-1994)

PERSONAL MINUTIAE

Date of Birth : 19th November, 1971.



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: E- Z 2247116. Valid up till 29th July, 2024.

Visa Status : USA - B1 B2 Visa Valid up till 24th September, 2019.