

# Amit Kumar Singh

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**DOB-** Jan 20, 1985



## Intelligence, Vigilance & Security Loss Prevention Lead

Innovative and Results driven Professional focused in achieving exceptional results in highly competitive environments that demand continuous improvement and expansion

## PROFILE SYNOPSIS

- Intelligence & Vigilance professional with around 10+ years of successful career in Industrial Security & Intelligence, Corporate Security & Intelligence & Strategic Planning.
- First Ranker in Post-Graduate from Banaras Hindu University. Post Graduate Diploma in Management (PGEXP) from Indian Institute of Management, Ranchi. (Specialization- Strategic Management)
- Acknowledged as a person with natural influencing skills and ability to collaborate efficiently with different Stakeholders and deliver high value results.
- Cross-functional Team Player with excellent interpersonal, communication, analytical and planning skills with proven skills in people management.
- Working experience of Industries such as Petrochemical/Oil & Gas/Construction & Engineering, Retail & Telecom Sector.

## KEY SKILLS

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|---|--|---|
| <input type="checkbox"/> Strategic Planning       | <input type="checkbox"/> Leadership                  | <input type="checkbox"/> Public Relation            |
| <input type="checkbox"/> Intelligence & Vigilance | <input type="checkbox"/> Counter Sabotage Strategies | <input type="checkbox"/> Team Building & Management |
| <input type="checkbox"/> Surveillance Operation   | <input type="checkbox"/> Risk Mitigation             | <input type="checkbox"/> Training & Development     |
| <input type="checkbox"/> Security Risk Analysis   | <input type="checkbox"/> Liaison                     | <input type="checkbox"/> Security Management        |

## EXPERIENCE

### ● Lead – Intelligence & Vigilance (F&M)

Reliance JIO Infocomm Ltd.



Patna

April 2013 – Till date

**Roles & Responsibilities**

- ⌚ Responsible for collection, collation and dissemination of information concerning to company activities taking in neighboring areas with special emphasis on the information which may affect the company adversely.
- ⌚ Collection of advance information about any labor / IR problem through Reliance Mitra.
- ⌚ Formation of counter strategies against White collar crimes, frauds, misconduct & malpractice.
- ⌚ Maintain congenial Industrial Environment by proactively/timely obtaining information on industrial unrest, growing discontent in employee/contract workers.
- ⌚ Maintain "Neighbour Hood Watch".
- ⌚ Formulate ICP (Information Collection Plan) based on going security problems/objectives as visualized.
- ⌚ Identify formulate Standing Information Needs (SINs) as per PESTELO (Political, Environment, Social, Technology, Economic and Law & Order) for the site to maintain a pulse of the environment through "Horizon scanning".
- ⌚ Investigation of cases of Fraud & Misconduct.
- ⌚ Maintain Liaison with Government & other agencies.
- ⌚ Maintain Unobtrusive watch over contractor in project stage to gather prior information of distress or grievance that may lead to security unrest.
- ⌚ Provide all information during emergency/crisis.
- ⌚ Analyze security event/patterns to enable a six month forecast of trends of threats of the establishment.
- ⌚ Classroom training through learning from incidents (LFI) presentation to security officers about the Int. & Vigilance.
- ⌚ Intelligence & Vigilance Awareness for security & Non security Staff.
- ⌚ Implement insider Threat Management program for identifying disgruntled regular/contract employees.

## Manager – Intelligence

Reliance Industries Ltd.



KGDG (Oil & Gas) | May 2010 – March 2013

### Roles & Responsibilities

- ⌚ Liaison with local police, State Govt. Authorities, PR /IR officials, union members, civil officials and, other companies, key authorities for maintaining cordial relations.
- ⌚ Maintains proper records and representative in Departmental proceedings.
- ⌚ Preparing/monitoring reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences or any other security breaches.
- ⌚ Handling the development and administration of performance management programs in the organization, including periodic performance reviews and appraisals for all staff members.
- ⌚ Conducted Mock Drills in conjunction with Govt. agencies like Indian Navy, Coast Guard and OCTOPUS (Organization of Counter Terrorist Ops.)
- ⌚ Imparting Training to the Security Personnel on Access Control, Material Movement, Fitness & Various Security Functions covering prevention of Pilferage of Materials, Training in SAP MM/AM module and Training of Security Guards in Scrap Disposal sales.
- ⌚ Identifying exposures & risks; Security Risk & Threat evaluation, Facility Exposure Matrix & Baselines, conceptualizing & implementing security plans and procedures for day-to-day operations as well as contingencies.
- ⌚ Lead role in Business Transformation (BT).
- ⌚ Implemented security measures on the basis of threat and risk analysis & Security of Vital Installations and key control system.

## Manager-Vigilance

Reliance Industries Ltd.



Hazira (Surat) &  
Kakinada(KGD6)

Oct 2007 – April  
2010

### Roles & Responsibilities

- ☞ Preparing/monitoring reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences or any other security breaches.
- ☞ Handling the development and administration of performance management programme in the organization, including periodic performance reviews and appraisals for all staff members.
- ☞ Managing complete administration functions of a large size Company.
- ☞ Coordinating with government departments for obtaining necessary sanctions/approvals.
- ☞ Ensuring strict implementation of Security ISPS Code set by DG shipping at all shipping and jetty areas.
- ☞ Liaison with local police, State Govt. Authorities, PR /IR officials, union members, civil officials and, other companies, key authorities for maintaining cordial relations.
- ☞ Formation of counter strategies against White collar crimes, frauds, misconduct & malpractice.
- ☞ Handled major emergencies on site e.g. IR Problems, plant Emergency and Planning for Natural Calamities including Cyclone, flood & earthquake (Major Emergency Management Plan).
- ☞ Ensured secure and peaceful environment in the company. To ensure strict access control of approx. 4000 employees and 1000 contract labours daily.
- ☞ Traffic safety in the complex.
- ☞ Handled emergency situations like fire/ safety/ security breaches.
- ☞ Worked as Material Movement In-charge looked after dispatch & receipt of vehicle with the support of SAP and security systems. Checking and maintenance of different gate passes for entry and exit of company & Contractor material.
- ☞ Implemented Japanese art of 5's at offices.
- ☞ Collection of advance information about any labor / IR through RSM & other reliable resources.
- ☞ Active role in Security Risk Analysis & other Audits.
- ☞ Lead Role during installation of Security Automation System, CCTV Surveillance System, PIDS Surveillance System, Access Control System (BRIBS, CLM, Euro net), Electromagnetic Locks, Smart Card readers, Biometric Reader.

## OTHER CREDENTIAL & ACHIEVEMENT

- Received Most Valuable Employee Award for year 2015-16 & 2016-17.
- Earned Letter of appreciation from Reliance JIO Director for Extra Ordinary work for successful investigation of Fraud case.
- Participated in Organizational Behavior Training.
- Active Role in all Mega Events, Republic Day & Independence & Reliance Family Day.
- Attended training program on Civil Defense, Disaster Management & Rescue Course under Govt. of Maharashtra Directorate of Civil Defense (Mumbai).
- Attended Mountaineering Course (Yashwanti Hikers Khapoli).
- Trekking of Khapoli Hills, Matheran, Manikgarh, and all other nearby hills under Yashwanti Hikers Group.
- Martial Arts – Brow Belt (Ku Jurio Art).
- NCC B and C Certificates from Air-wing.
- Attended Indian Military Academy attachment camp at Dehradun in year 2003.

- Initiated multiple employee engagement activities / events in order to foster knowledge sharing, skill development, employee motivation, concept of 'fun at work', Organization development and culture.
- Earned Letter of appreciation from Executive Director of Reliance Industries Ltd. Hazira for the excellence performance in Small Group Activities (Unicorn).



## EDUCATION AND CERTIFICATION

- **PGEXP – 2 Yrs. Post Graduate Program** from IIM, Ranchi.
- **MBA – PGDBA** from SCDL, Pune, year 2010
- **M A –Hindi** from Banaras Hindu University, year 2007
- **B A – Hindi, English & Archeology** from BHU in the year 2004
- **Advance Training-** Attended one year course in Industrial Security Management, Security Technology, Forensic Science, Criminology and allied subjects conducted by Reliance Group Support Services.



## SOFTWARE KNOWLEDGE

- **Operating System:** Windows
  - **Packages:** MS Office (2003, 2007, 2010, 2013), Power point
  - Well versed with **Internet Application**
    - SAP, MM Module
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