



CURRICULUM VITAE

SHIVA KUMAR

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Profile Summary

A security & loss prevention professional with over 27 years of experience in Aviation Safety, Physical Guarding Services, General Administration, Safety & Security Audits, Training & Development, Business Development, Customer Relationship Management, Environment Health & Safety.

CAREER GRAPH:

1. CHIEF OPERATING OFFICER-CHERUBIM SECURITY FORCE LLP (Jan 2016 to present)

Key Responsibilities:

- Operational support to all the clients in guarding operations
- Handling on site emergency & operational support requirements
- Training and development of security team
- Strategic planning for organisation growth
- Business development activities
- Team motivation & guidance

2. CHIEF SECURITY OFFICER- INTERCONTINENTAL HOTEL GROUP (March 2014 to December 2015)

Key Responsibilities:

- Heading the Loss Prevention department of the resort as per the brand standards
- Formation of Loss Prevention Team and its management
- Develop, evaluate & implement SOP's as per the brand standards of the company
- Handling guest complaints & resolving them as per brand standards
- Conducting periodical Mock Drills & Safety trainings for the hotel staff
- Inquire into incidents/accidents at the hotels and resolve them appropriately
- Handle special events & special dignitaries as per their protocol
- Conduct periodical Safety & Security Audits as per brand standards
- Periodically evaluate & rework on the Crisis Management Plans with all departments

3. VIGILANCE OFFICER- AKSHAYA PRIVATE LIMITED (September 2012 to March 2014)

Key Responsibilities:

- Handling the security coverage of all the sites of the company spread across the state
- Managing the security team and their functions as per the company's policies
- Handling complaints pertaining to thefts & loss of company assets and initiate suitable actions
- Assist the Safety department in ensuring implementation of safety standards as per applicable safety laws
- Conduct trainings & mock drills for the security team, staff members & workers of the company
- Conduct Safety & Security Audits and recommend measures to correct the discrepancies
- Conduct Surprise Checks & initiate actions to eradicate lacunas

4. ASSISTANT MANAGER (SECURITY)- HILTON WORLDWIDE (June 2010 to August 2012)

Key Responsibilities:

- Assisting the Security Manager in the management of the hotel Safety & Security team
- Developing & implementing departmental SOP's as per the brand standards
- Handling guest safety & their grievances
- Investigating incidents of thefts & loss of assets and initiating suitable actions
- Conducting periodical Safety & Security surveys
- Periodical review of Crisis Management Plan & conducting mock drills
- Handling special events & special guests as per brand standards

5. OPERATIONS MANAGER- GROUP 4 SECURITY SERVICES (September 2006 to May 2010)

Key Responsibilities:

- Handling all the client sites under the jurisdiction
- Handling security personnel and their discipline and performance
- Conducting on site training's and briefings
- Customer relationship management
- Surprise visits and on site audits
- New business security survey and deployment planning

6. AIR WARRIOR- INDIAN AIR FORCE (Nov 1990 to April 2006)

Key Responsibilities:

- Providing aviation support functions to the military and civil aviation
- Providing Crash Fire Fighting & Rescue services
- Guarding of vital installations
- General administration of the department
- Human Resources functions of the department
- Responding national crisis, calamities & VVIP operations

EDUCATIONAL QUALIFICATIONS

1. **Master of Arts** with specialisation in "History" from Annamalai University- 1999
2. **Post Graduate Diploma in Human Resources Development** with specialisation in "Industrial Management" from NIHRD- 2004
3. **Master of Arts** with specialisation in "Criminology & Criminal Justice Administration" from Tamil Nadu Open University- 2017
4. **BSS Diploma in Fire & Safety**- 2018

TECHNICAL COMPETENCIES

- Proficient in MS Office
- Trained on Crash Fire Fighting & Rescue by Indian Air Force
- Trained on Baggage Scanning, CCTV Systems, Fire Alarm Panels, Under Vehicle Scanning Systems
- Proficient in Crisis Management, Mock Drills, Fire & Safety Trainings, Safety & Security Surveys/Audits
- Completed Lead Auditor Course on ISO 9001:2008 from TUV NORD
- Completed Lead Auditor Course on SA 8000:2008 from TUV NORD
- Trained on use of Fire Arms from the IAF

LANGUAGE PROFICIENCY

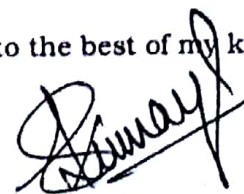
- English - Read, Write, Speak
- Hindi - Read, Write, Speak
- Tamil - Read, Speak
- Malayalam - Read, Speak

Undertaking

I hereby certify that the details mentioned herein by me are true to the best of my knowledge.

Place: Chennai

Date: 2018


(Shiva Kumar)