

## Contact

**ANIL KANAN**  
Senior Professional

+91-9007823975

kanan.scorpio64@gmail.com

Targeting senior level assignments in **General Administration / Security Management / HR** with a growth-oriented organization.

## Executive Profile

- Offering **nearly 30 years** of diversified experience in facility operations, security, disaster mitigation, administration excellence, corporate social responsibilities, event management, recruitment & training with leadership qualities
- Capable of defining and communicating policies, procedures & standards throughout the organization and determining corporate vision for security
- Expertise in identification & management of complicated fire and safety hazards / unsafe conditions which could save an organization's personnel and equipment from burden of injuries and safety costs; skilled in improving productivity and image of organization by adherence to fire and safety policies (Safety Manual, Method Statements)
- Conceptualized security instructions keeping in view the threat perception to ensure safety of sensitive installations, stores, headquarters and VIPs
- Successfully planned and installed 4 km periphery of CCTV cams with night vision around important headquarters thus reducing manpower required for day and night guards in a sensitive area of operations
- Skilled in identifying loopholes, hindrances and devising strategies / process to smooth-line the administrative functions
- An enterprising leader with the expertise to motivate personnel towards achieving organizational objectives and adhering to industry best practices

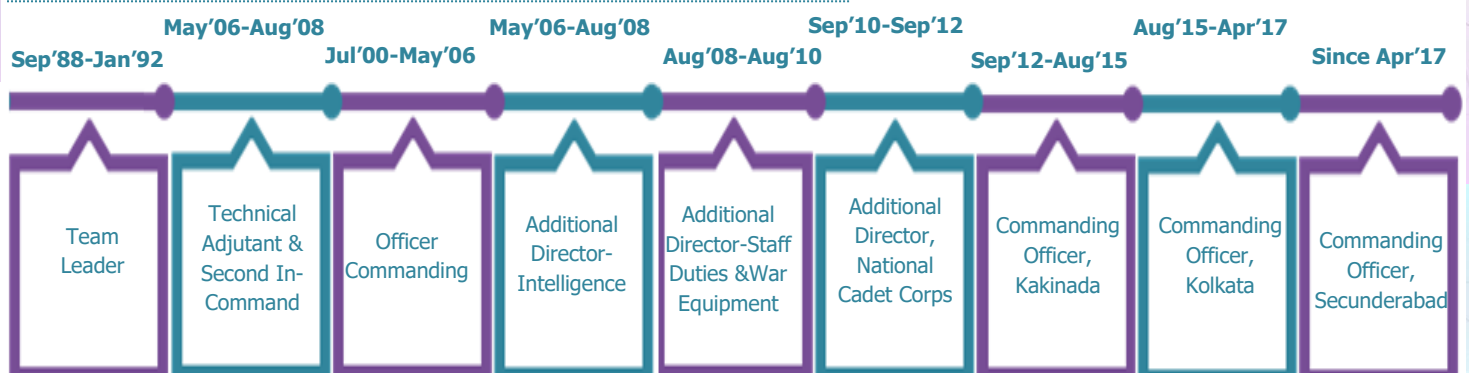
## Education & Credentials

- Bachelor of Arts Education from Regional College of Education, Mysore, Karnataka in 1986

### Other Courses

- Staff Course (Nuclear, Biological and Chemical Environment) from CEME, Pune in 2000
- Junior Command Course from Military School of Intelligence, Pune in 1999
- Tank Gunnery Instructor Course from Armoured Corps Centre and School, Ahmednagar in 1992

## Growth Path Across Indian Army



## Key Impact Areas

General Administration

Facility & Security Management

Project Management

Liaison & Coordination

Audit & Inspection

Training & Development

Budgetary Control

HR / Personnel Management

Crisis Management

## Key Skills

Collaborator

Communicator

Innovator

Intuitive

Thinker

## Professional Experience

---

Since Jan'92

### Indian Army, Secundrabad Presently associated as Commanding Officer

- Spearheading entire gamut of administrative operations including recruitment, performance management, training to the team; reviewing mechanism and imparting feedback
- Strategically planning for daily administrative affairs and identifying solutions to meet the requirements; developing, managing and monitoring facilities capital, scopes, schedules & budgets
- Drafting the policies and leading the implementation of admin. roadmap
- Monitoring administration activities including office facilities, legal, security services, and providing security to VIPs/VVIPs & foreign dignitaries
- Communicating with vendors and suggesting ideas for improvement; organizing business associate meets to address the grievances and any other matter
- Coordinating with senior level management of governmental & local regulatory bodies for various approvals
- Directing major security related projects & physical security technologies including but not limited to various card key access systems, alarm systems, video surveillance systems, security services IT & data security systems and various other related systems on 24\*7 basis operations to various locations
- Administering security arrangements involving preparing security plans, deployment of security personnel; conducting performance evaluation of security agencies
- Conducting audits and evaluating risks & compliance issues and reporting on same for successful mitigation

### Selected Achievements:

- Supervised modulated intelligence and disseminated to functional groups
- Managed national and local media communication for perception management in the disturbed states of Jammu & Kashmir
- Merit of being selected for representing army leadership in daily dialogue with subordinate field commanders
- Proved as effective in organizing as well as carrying out various felicitation ceremonies under the chairmanship of state ministers in Tamil Nadu; gained invaluable experience of optimum utilization of the variant potential of manpower in command in unforeseen situations with limited resources
- Managed administration, planning and coordination of over one lakh National Cadet Corps cadets stationed in the state of Tamil Nadu, Puducherry and Andaman & Nicobar Islands in India
- Organized effective strategies for equipment management involving mainly armoured vehicles, wheeled vehicle fleet over 100 numbers and allied equipment
- Successfully saved time by introducing and deploying various new ideas of administrative procedure for time saving
- Developed merit of conducting 'Lessons Learnt' seminar on a cross section of conflict management

## Personal Details

---

**Date of Birth:** 1<sup>st</sup> November 1964

**Languages Known:** English, Hindi, Malayalam and Tamil

**Address:** 7 (T) Girls BN NCC, Flat No. 101, Greenview Apartment, West Marredpally, Telangana - 500026