

21, BASANT VIHAR, NANGLA BATTU ROAD

MEERUT, U.P.

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ACADEMIC QUALIFICATION

Degree	Institution	Board/University	Year of Completion	Percentage
Masters in Psychology	Raghunath girls inter college	Indira Gandhi national open university	2019	Pursuing
Bachelor of Science (Physical sciences)	Kirori Mal College	University of Delhi	2014	74.37%
AISSCE(XII)	Karan Public School ,Meerut ,U.P.	Central Board of Secondary Education(CBSE)	2011	80%
AISSE(X)	Karan Public School ,Meerut ,U.P.	Central Board of Secondary Education(CBSE)	2009	84.5%

SKILLS & COMPETENCIES

- Well versed with SAP (SD-MM Module)
- IT Skills #Excel, PowerPoint, Word
- Analytical Skills, Proactive and resilient.
- Easily adaptable.
- Good written and verbal communication skills
- Have high interpersonal skill leading to good liaison.
- Planning, organizing and coordinating competencies

ACHIEVEMENTS & EXTRA CURRICULAR

- Acquired the post of GENERAL SECRETARY in B.Sc. (Programme) society of college.
- Having NCC "B" and "C" certificate.

- Participated in NATIONAL SEMINAR of Green Technology for Sustainable Environmental Management (GTSEM-13) in 2013.
- Participated in (CBSE Inter School National Foot-Ball Tournament) in 2009-10.
- Won the Trophy of 3rd Best Cadet during 6 Months Training of Security Executive at Nagothane, Maharashtra.

EXPERIENCE

- 2.6 years of experience as Security Executive in Dahej Manufacturing Division, Reliance Industries Limited, Gujarat (since 25th October 2015)
- Completed course on Certified Security Practitioner from International Institute of Safety & Security Management, New Delhi

ORGANIZATIONAL EXPERIENCE

- Basic & Advanced training in Physical Security, Information Security, Automation Security
- Deploying & Managing team of outsourced personnel.
- Investigation of offences like Theft, Pilferage, Criminal Misappropriation, Sabotage & Traffic accident etc.
- Training to OMPs.
- Handled operation of Security Control Room.
- Managing VIP & Government official visit.
- Member of Auxiliary Fire Squad.
- Coordinated Security at Reliance JIO launch in Mumbai.
- Event Management at Site (Security & Women council)
- Organising Self Defence sessions.
- Managed Security Operations during Plant Shut Down operations and working in close relations with Engineering , Occupational Health and Safety Team

ROLES & RESPONSIBILITIES

❖ Administration

- Checks and accounts for all inventories in the security offices
- Records all occurrences of security interest in the log book for the information of the security personnel and management.
- Rendering assistance to employees in case of emergency.
- Following and implementing Security SOPs in line with company policy, guidelines and Operating Management System.

❖ Customer service

- Maintain positive good working relationships within departments/vendors/other external parties such as Transport, Marketing, Production, Warehouses etc.
- Responsible for conducting training and awareness sessions on security procedures, safety tool box talks for associates and newly posted engineering trainees on site security/safety guidelines and procedures, developing mitigation strategies, delivering security operations and security solutions across a gamut of disciplines ranging from Industrial Security to Material Movement – Dispatch/Receipt, Fraud and Accident Investigations, root cause analysis and several other emerging security challenges.

❖ Operational

- Ensures the smooth running of all operational procedures within the department and in-relation to other departments.
- Regulating entry/exit of authorized personnel, vehicles, materials, attending to untoward incidents like trespassing, theft, fire, accident, etc.,
- Taking security rounds, conducting enquiries, recording statements, collecting intelligence.
- Conduct daily briefing during each shift on the complex before commencement of their duties.
- Assists/organises the Fire Fighting Team in the event of an emergency.

❖ Others

- Attends and contributes to all training sessions and meetings as required.
- Is conversant with every detail of the manufacturing site layout and location.

CURRENT ORGANOGRAM



PERSONAL PROFILE

- **Date Of Birth** : 14th January 1994
- **Gender** : Female
- **Father's Name** : Rajendra Kushwaha
- **Mother's Name** : Usha Kushwaha
- **Languages Known** : Hindi, English
- **Nationality** : Indian
- **Marital Status** : Unmarried
- **Hobbies** : Singing, Dancing, Swimming, Running, Sports activities

DECLARATION

I hereby declare that all the information provided by me here is factual and correct to the best of my knowledge and belief.

Date:

Signature: -----

Place: Dahej, Gujarat

(GARIMA KUSHWAHA)