***Objective****:* A motivated results-oriented professional with superior leadership, communication and administrative skills. A self-starter who thrives under pressure and consistently meets deadlines with outstanding decision-making, problem solving, communication, interpersonal, organizational and computer skills. Demonstrate expertise in coordination, conflict resolution, prioritization, and procedural compliances in a demanding multitasked business environment. Proven track record as a good team player with a positive, professional and flexible attitude. Prepared to take new challenges and achieving organizational goals in diverse or versatile environment.

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**Virender Sharma (PGD in Criminology & Police Administration)**

**+91 9990726891 (PGD in Disaster Management)**

 **(ISPS International Ship & Port Security Protection USA)**

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**Professional Details: 2017**

***MVN***

***Modern Vidya Niketan School Faridabad***

***Modern Vidya Niketan Society*** established in 1983 started its first group of schools, **MVN,** **Sector 17** under the dynamic leadership of Late Shri Gopal Sharma, a great visionary and noted educationist. Sh. Gopal Sharma rose to dizzying heights from a very humble background as a true son of the soil and launched a drive for the unexplored vistas of **“Quality Education for All”**. Today, under the leadership of Mr. Varun Sharma and Mrs. Kanta Sharma, MVN is recognized for commitment to quality education and shaping young minds for life success. MVN offers effective and holistic solutions in the field of education. The Journey started in 1983 with MVN Society -The Inception 1983-Modern Vidya Niketan Sr. Sec. School Sec-17, 2000- Modern Vidya Niketan Sr. School Aravalli Hills, 2008–Les Filles MVN Institute of Engineering and Technology (Girls College), 2008–Gopal Sharma MVN Institute of Engineering and Technology (Co-ed), 2009-Modern Vidya Niketan School Palwal and 2012-Accreditation of University Status for MVN University.

* **Worked as a Chief Security Officer with Modern Vidya Niketan, Faridabad from December 2017 till April 2018.** Overseeing Physical Security Deployment, Asset Protection, Personnel & Administration, Breaches of System and Protocol. Developing Intelligence & Vigilance Network for Realistic Inputs so as maintain highest level of Vigilance Safety & Security for Students, Teachers and Colleagues. Setting Safety standards in line with educational Institute, and regularly update policies and procedures to be followed at all MVN Schools and University. Formulate Standard Operating Procedures (SOPs) and train different Contingency Teams such as Emergency Response Team (ERT), Fire Fighting Team, Evacuation Team and Medical Emergency Team etc to handle any Emergency Situation as may arise at Schools. Design, Modify and regularly update the Security Manual to include all aspects of Safety and Security and ensure communication of the same to all Internal Departments, Vendors, Visitors and Contract Agencies. Design the schedule for all the Safety & Security Audits to be conducted as mandated by statutory guidelines, review the audits reports to identify the areas of non-compliance and take action accordingly. Responsible for making Special Security Arrangements in case of any Events, Sports Meets and Annual Functions happening in the Schools. Review and Analyze the various Security Reports on a regular basis and take measures for resolving issues and identify measures to enhance the robustness of the Security and Safety operations at Schools. Design and ensure the conduct of Safety Mock Drills to ensure all Students, Teachers and other Staff are aware of the Safety Procedures in case of any Emergency. Monitor the expenses of the function against the assigned budget and ensure compliance. Liaison with various regulatory authorities/ government agencies such as Police, Fire Department and Municipal Corporation etc to maintain a Safe environment in the Schools.

***APPU GHAR***

***International Recreation & Amusement Limited Gurgaon***

***Appu Ghar*** previously known as O.Y.S.T.E.R.S Water Park is unit of IRAL Appu Ghar covering 60 acres of land, located near Huda city center metro station, Gurgaon. It has consistently enjoyed a healthy occupancy rate of ~99% and holds the record for the highest number of footfalls. Appu Ghar Water Park has Rain Dance, Wave Pool, Lazy & Crazy River, OMG, Sky Fall and many more rides to amuse its guests. It has Multi Cuisine Food Courts, Chocolate Bar, Ice Cream Bar, Fine Dining, Chaupati Restaurant, Snacks Bar and Drinks Truck in the Plaza area. It has a theme for converting the water park into a snow park as well as a heated water park in the winters. It has an excellent recall value of an average of 1.4 million visitors annually. It is very soon coming up with a family entertainment center and a shopping arcade as well.

* **April 2017 to September 2017: Worked as a Chief Security Officer with Appu Ghar IRAL from April 2017 to September 2017.** Define, Design & Implement Security SOP to improve Security Systems Measures, Safety Standards and Ensure Implementation of the same so as to prevent occurrence of Theft, Disorder, Accidents, Incidents and Misconducts etc. by Maintaining Rules and Regulations and Highlighting gaps.Design and implement the Security Maintenance and Management Control Framework by Continuous Improvements and Cost Control Measures.Expand and Direct resources for location wide Risk Assessments, Incident Reporting, Investigation, Physical Security, Guard Force Operation, Access Control and Intellectual Property Management. Implement and Manage Comprehensive Location-wide Safety & Security Education and Awareness for Employees and Security Personal by Training & Motivation. Responsible for Preparing & Maintaining the Security Operation Manual up to date for use by all on site Security Personnel to Cover Duties, Individual Instruction for each Posts; Use of Security Equipments; Dress Standard and Various Training i.e. Fire Prevention & Fire Fighting, Bomb Search Training, Crowd Management, Crisis Management, First Aid, CPR and CCTV Monitoring etc. Oversee Daily Security Operations i.e. Vendors/Visitor Movement, Material In/Out Movement, Transportation Movement, Parking Management, Recruitment & Reporting of Security Personnel or any other tasks pertaining to Safety & Security.

**Professional Details: 2016**

***PARK PLAZA Bangalore***

***Park Plaza Bengaluru*** is a **5** star trend-setting hotel that captures the energy and style of its location with smart, engaging service. An upscale brand with 218 luxurious guest rooms and suites, outstanding meeting spaces, five multi cuisine-dining options and a dedicated staff. The hotel offers a bouquet of business, leisure and wellness facilities to meet the modern traveler’s holistic needs. The hotel is 44 km from the airport and 7 km from the railway station. Set amidst exquisitely landscaped greenery, the hotel is strategically located at Marathahalli; Outer Ring Road, which best connects to the city's major IT hubs in Whitefield and Sarjapur, minimizing commute time. Traditional and holistic spa treatments and a salon pamper personal fulfillment. The 21000 sq ft of event space makes this hotel a perfect venue to host trainings, workshops, product launches, exhibitions, weddings and other social events.

* **May 2016 to Dec 2016:Worked as a Chief Security Officer with Park Plaza Bengaluru from May 2016 to December 2016.**Administer and direct a highly leveraged function integrated Physical Security& Safety of Guests and Employee by enforcing Security Policies & Procedures across the organization under jurisdiction and conduct periodical reviews. Provide leadership in matter associated with Internal or External Safety & Security of the hotel. Develop and direct resources for location wide Risk Assessments, Incident Reporting, Investigation, Safety, Physical Security, Intelligence, Guard Force Operation, Access Control and Intellectual Property Management. Determine vulnerabilities that would allow threats to become successful and implement continuous improvement programs to avoid risk. Provide Operational, Tactical Analysis & Planning for Emergency at location, including Crisis Planning/Response, Hazard Mitigation and Business Continuity. Conduct or Coordinate investigation of Crimes i.e. Misappropriation, Theft, Industrial Espionage, Threats, Due Diligence, Accidents, Claims, Conflict of Interest, Harassment, Background Check andLitigation Support. Implement and Manage Comprehensive Location-wide Safety & Security Education and Awareness for Employees and Security Personal by Training & Motivation. Conduct Audits to ensure Compliance with applicable Security & Safety Standards. Develop and Maintain liaison with Location Heads, Law Enforcement Agencies, Government Agencies and Emergency Service at location level. Oversee Daily Security Operations i.e. Vendors/Visitor Movement, Material In/Out Movement, Transportation Movement, Recruitment & Reporting of Security Personnel or any other unexpected tasks pertaining to Safety & Security.

**Professional Details: 2013 to 2015**

***BHARAT HOTELS LIMITED***

***Bharat Hotels Limited*** was established in 1982 with its first and flagship hotel in 1988, a 460 room five stars deluxe hotel in New Delhi. The company has also been associated with internationally renowned hospitality groups like Holiday Inn, The Hilton Hotels and Inter Continental Hotels Groups. The group owns 115 room Grand Palace Hotel in Srinagar, 55 room Laxmi Vilas Palace in Udaipur, 47 room The LaLit Temple in Khajuraho, 255 room all Suites Super Luxury Resort Inter Continental The LaLit Goa Resort and 368 room Inter Continental The LaLit Mumbai. In 2005 the Company successfully bid for the prestigious 168 years old Great Eastern Kolkata. In 2007, Bharat Hotels announced its first overseas project The LaLit Grand Fort Dubai, in collaboration with Nakheel of UAE. In 2008, an existing resort was taken over in KohSamui (Thailand). In 2009, The LaLit Resort & Spa Bakel was opened with its world-renowned services. In 2014, The Lalit Chandigarh with 179 rooms was opened.

***THE LALIT GRAND PALACE Srinagar***

* **March 2013 to December 2015: worked as a Security Manager with The Lalit Grand Palace Srinagar and The Lalit Chandigarh from March 2013 to December 2015.** Responsible for Planning, Developing and Implementing Security Plans & Programs such as Emergency Response and Crisis Management, Physical Security, Information Protection, Incident Management and Investigation, Posses Knowledge of Complex Industry Trends, Current Security Issues & Security Technology and update Management on Risk and Threat that could impact Company Business. Responsible for Providing Leadership and advice to line Management on Security Policies and Practices. Responsible for Preparing & Maintaining the Security Operation Manual up to date for use by all on site Security Personnel to Cover Duties, Individual Instruction for each Posts; Attendance; Use of Security Equipments; Dress Standard and Various Training i.e. Fire Prevention & Fire Fighting, Bomb Search Training, First Aid, CPR and CCTV Monitoring, etc. Responsible for Security Budget, Security Inventory, Security Audit, Recruitment of Security Staff, Transportation Management, Visitor & Vendor Management, Material Management, Accident & Incident Investigation and Liaisoning with various Govt. Bodies i.e. J&K Police, CRPF, Indian Army, BSF & LWDA etc.

**Professional Details: 2012**

***SR FOILS AND TISSUE LIMITED***

**(*Maker of HOMEFOIL & Mistique Tissue*)**

***SR Foils and Tissue Limited*** (formerly SR Foils Limited) was incorporated in 1993 with their corporate office at New Delhi. The Company has two manufacturing units, one at Bhiwadi, (Rajasthan) and the other at Sotanala (Alwar). The company has been engaged in manufacturing of Aluminum Foil, Disposable Aluminum Trays, Cling Film Rolls and Tissue Paper and Tissue paper products.

* **01Jan 2012 to 31 July 2012:worked as a Manager Security with SR Foils & Tissues Ltd at their Manufacturing Plant located in Behror, Alwar, Rajasthan**. Responsible for all functions of Security & Safety Management in the Plant including Access Control System, Fire Safety Drill & Training, Security Audit & Training, Risk Assessment, Incident Investigation & Reporting, CCTV Monitoring, Transportation, Night Surprise Check, Security Budget, Planning & Developing Security Plans, Security Personnel Training, Recruitment of Security Staff, Returnable & Non-returnable Materials, Maintain Daily Security Report, Courier, Accident & Incident Report, Visitors & Vendors Management, Liaisoning, Guesthouses, Scrap Disposal, Disaster & Crisis Management etc.

**Professional Details: 2010-2011**

***IILM INSTITUTE FOR HIGHER EDUCATION***

**(***Institute for* **Business** *&* **Management)**

***The IILM Institute for Higher Education*** is a group of educational institutions based in New Delhi, Greater Noida, Gurgaon, Lucknow and Jaipur. IILM is one of the reputed Management Institute in the country which was establish in the year 1993 with the intent to impart quality education in the field of management and equip young people with knowledge and skills, which would help them make a meaningful contribution to the country facing the challenges of global competition. IILM has emerged as an A+ category Business School.

* **02 Aug 2010 to 30 Nov 2011: worked as a Corporate Security Head with IILM Institute for Higher Education.** Responsible for Developing and Implementing Security & Safety Policies and Guidelines across the Institutes in Delhi/NCR region, Security & Surveillance, Fire Safety, CCTV & Access Control, Incident & Accident Reports, Transportation, Fire Mock Drill, Examination Surprise Visit, Visitors & Vendors Movement, Returnable & Non-returnable Materials, Security Inventory, Preparing of Security Budget, Security Audit & Training, Liaisoning with Local Police and MCD Dept., VIP Guests, Sports Activity, Scrap Disposal, Disaster & Crisis Management, Crowd Management, Farewell Management and other General Administrative Works etc.

**Professional Details: 2004 -2009**

***CARNIVAL CRUISE LINES (USA)***

**(*The Most Popular Cruise Lines In The World*)**

***Carnival Cruise Lines*** is a British-American owned Cruise Line, based at Miami in the United States. Originally an independent company founded in 1972 by Ted Arison. The company has the largest fleet in the group, with five star hotel facility twenty-one vessels currently in operation.

* **July 2004 to Jan 2009: worked as a Security Officer with Carnival Cruise Lines as on board under Security & Surveillance Dept. Miami. (U.S.A).** Responsible for Security & Safety on board, Security & Surveillance, Loss Prevention, Fire Safety, Patrolling, Conducting Drug & Alcohol Test, Attending Bomb Search Drill/Training, Crises Management Drill/Training, Medical Emergency Drill/Training, Crowd Management Drill/Training, Fire Fighting & Fire Prevention Drill/Training, Monitoring CCTV & Access Control System, Monitoring X-ray Scanner & WMTD, Confiscate Contraband Items, Incident & Accident Reports, Visitors & Vendors Movement, Returnable & Non-returnable Materials, Security Inventory, Assist Various Local or International Investigative Body i.e. FBI, NYPD, LAPD, USCBP & PFSO and Assist United States Coast Guard during Medical Emergency Air Lift Operation etc.

**Professional Details: 2003-2004**

***THE ASHOKA HOTEL***

**(*New Delhi*)**

***The Ashoka Group*** is a chain of hotels owned and operated as Public Sector Undertaking (PSU) of the India Tourism Development Corporation (ITDC) in India. The Ashoka Hotel with 550 guest rooms is the first Five Star Hotel in Delhi and has maintained its image as the leader of hospitality industry to provide solace and luxury to its guests. The hotel is spread over 25 acres of lush greenery in the prime location in the Diplomatic Enclave. The Group is headquartered in New Delhi.

* **Mar 2003 to Apr 2004: worked as a Security Officer with Capitol Disco Theque at The Ashoka Hotel.**

Responsible for Security & Safety of guests, Security & Surveillance, Fire Safety, Monitoring CCTV & Access

Control System, Frisking, Welcome and Receive Bollywood Stars, Incident Reports, Visitors & Vendors Movement,

Issue VIP Passes and other General Administration Works etc.

**Professional Details: 1998-2003**

***NATIONAL INDUSTRIAL SECURITY BUREAU***

**(*A Security Management Company*)**

* **Aug 1998 to Mar 2003: worked as a Security Officer with National Industrial Security Bureau.** Responsible for

Security & Safety, Fire Safety, Supervision of Security Guards, Gate Control, Frisking of Workers, Incident Reports,

Visitors & Vendors Movement, Issuing Gate Passes, Returnable & Non-Returnable Materials, Logbook Management

and other General Security Works etc.

**Education Qualification**

* PGDCPA (Post Graduate Diploma in Criminology and Police Administration) from MKU, Tamil Nadu 2014.
* PGDDM (Post Graduate Diploma in Disaster Management) from IGNOU 2012.
* Graduation Art& Humanities from P.G.D.A.V. College Delhi University 1995-1998.

***Certifications:***

* One Year Basic Computer Course from Mc Coy Accent Academy.
* Certified in Elementary First Aid, Personal Survival Techniques and Fire Prevention & Fire Fighting.
* Certified in Personal Safety & Social Responsibilities, Crowd Management Techniques & Crisis Management and

 Human Behavior.

* Certified in ***Maritime Screener Course*** conducted by Smart Security Group U.S.A.
* Certified in ***ISPS (International Ship & Port Facility Security Code)*** Shipboard Security Officer Training.
* Certified in ***Advance Fire Fighting & Fire Prevention Training*** conducted by Maritime Technical Institute Miami,

U.S.A.

* Certified in ***Weapons Handling and Using***.
* Certified in ***Security & Surveillance Conference 2008*** approved by Lloyds Register (U.S.A.) and Recognized Security Organization (R.S.O.). The course has been developed in accordance with the requirements and standards to maintain and practice the high standard of security & surveillance with participation of Federal Bureau of Investigation, Coast Guard, United States Custom & Border Protection and Security & Surveillance Department. The course is based upon Crime Scene Investigation, Preservation and Evidence Collection, Alcohol Awareness/ Prevention and Investigation, Alcohol Screening (Breathalyzer), Sexual Harassment, Effective Communication Skills and Field Forensics Explosive Detection.
* Certified in using various types of ***Fire Extinguishers like Carbon Dioxide, Dry Chemical and Wet Chemical***.
* Certified in ***Crime Scene Investigation, Preservation and Evidence Collection U.S.A***.
* Certified in ***Heart saver C.P.R. with AED*** conducted by Emergency Medical Consultants Inc Florida U.S.A.
* Certified in ***Corporate Training E-Learning Management Programs 2008***. The course has been developed with the approval of Microsoft to maintain the high standard of Essential Management and Communication Skills to solve workplace issues. The contents of the course are as follow.....................

***Communication Curriculum Series***

Effective Communication Skills, Effective Listening Skills, Working With Difficult Employees, Handling Difficult

Co-Workers, Communicating With Your Manager.

***Personal Development Curriculum Series***

Time Management & Overcoming Challenges, Focusing on Results and Personal Accountability.

***Management Curriculum Series***

Managing Difficult People, Resolving Conflicts, Negotiation Skills, Succeeding as a New Manager, Managing a Meeting, Effective Meeting Communication, Identifying Performance Problems, Disciplining Employees, Building Relationship, Communicating with Employees.

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**Skills:**

Skilled in the aspect of conducting Security Survey, Security Audit, Security Risk Assessment & Management, Safety

Implementation, Security Deployment, Security Investigation, Imparting Training, Conducting Fire Mock Drill &

Training and Proficient in Oral & Written Communications as well as in Microsoft Office.

**Achievements:**

* Nominated and selected as a ***Star Employee of the Month*** in recognition of exceptional performance and service during the month of November 2008 in USA.
* Won ***Mr. Delhi Body-building*** championship 1999.
* Designed Security & Safety SOP for IILM Institute for Higher Education New Delhi.
* Designed Security & Transportation SOP for SR Foils & Tissue Ltd. Rajasthan.
* Designed ERT (Emergency Response Team) Plan for The Lalit Grand Palace, Srinagar a Unit of Bharat Hotel Ltd. New Delhi.

**Special Security Arrangement for VIP i.e. Bollywood Stars & Indian Politicians:**

Arranged Special Security Protocol for Shri Shri Ravi Shankar, Mr. Vinod Khanna, Mr. Sanjay Dutt, Mr. Shahrukh Khan, Mr. Salman Khan,Mr. Farhan Akhtar, Mr. Prem Chopta, Mr. Firoz Khan, Mr. Anupam Kher, Mr. Mikka, Ms. Rekha, Mr. Younis Pathan, Mr, Suresh Raina,Ms. Anushka Sharma, Ms. Karina Kapoor, Ms. Rani Mukharjee, Ms. RaveenaTondon, Ms. Tabbu, Mr. Nitin Gudkari, Rtd. Gen. V.K. Singh, Mr. Ram Madhav, Ms. Ambika Soni, Mr. Shahnawaz Hussain, Mr. Arun Jaitley, Dr. Nazma Heptulla, Mr. Amit Shah and Mr. Ram Bilas Paswan during their stay at the hotel.

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**Disaster Management in 2014 during flood in Srinagar**

Administered Disastrous Situation in 2014 during flood in Srinagar as a Disaster Manager by controlling situation deteriorating from bad to worse. Liaised with Indian Army 7 RR on the behalf of The Lalit Grand Palace as a Representative to organize Airlift assistance for more than 200 guests who got stuck in the hotel for a week. Administered food & water supply in the hotel by minimizing food and water distribution until the situation normalized.

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**Strengths:**

Possess Multi Dimensional Personality to work well with other under high pressure situation, maintain a Positive Attitude, able to handle Confidential Information and extremely organized with ample experience of meeting deadlines. Team Builder, Performer, Leader, Decision Maker, Long Range Planner and Dependable Security Manager with sixteen (16+) years of experience in Security & Safety Management Program.

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**Others:**

* DOB- April 1, 1976.
* Pan card No: BQOPS3232B
* Passport no: Z2138066

**Permanent address for communication**

**House No- 32, LIG Flats Ground floor III Storey,**

**Brij Vihar, P.O. Chander Nager.**

**Near- Vaishali Metro Station**

**Mobile: +91-9990726891**

**Email- *viraryan@hotmail.com***

***Virender Sharma***

***Chief Security Officer***

***"Appendix"***

 *A Graduate (B.A. Pass) from PGDAV College Delhi University, PGDDM (Post Graduate Diploma in Disaster Management) from IGNOU and PGDCPA (Post Graduation Diploma in Criminology & Police Administration) from Madurai Kamraj University, Tamil Nadu.*

*Total experience of approximately 16+ years in Security & Safety Management with Modern Vidya Niketan, Appu Ghar IRAL, Park Plaza Bangalore, Bharat Hotels Limited, SR Foils & Tissue Limited, IILM Institute for Higher Education, Carnival Cruise Lines (USA), The Ashoka Hotel and National Industrial Security Bureau.*

*Collaborated with FBI Team in cases i.e. Suicide, Drug Trafficking, Missing Person, Man Overboard and Fake Identity that took place in the International Water under the Jurisdiction of Federal Bureau of Investigation while working on board Carnival Cruise Lines USA.*

*Certificates in Security & Surveillance, Fire Prevention & Fire Fighting, First Aid, CPR, Crime Scene Investigation & Evidence Collection, Access Control, Risk Assessment, Security Audit, Crowd Management, Crisis Management, ISPS, WMTD, X-ray Scanner and Corporate Training E-Learning Management Programs.*

*Expertise in conducting Fire Evacuation Drill/Training, Bomb Search Drill/Training, First Aid Training, Crisis Management Training and CPR Training Programs.*

*Designed and implemented Security and Safety SOP for IILM Institute for Higher Education and SR Foils & Tissue Ltd.*

*Designed and implemented ERT (Emergency Response Team) Plan for The LaLit Grand Palace, Srinagar (a Unit of Bharat Hotel Ltd. Delhi)*

*Nominated and selected as a Star Employee of the month in recognition of exceptional performance and service in the year 2008 while working on board CCL in USA and Won Mr. Delhi Body-building Championship in 1999.*

*A Performance Oriented
A Problem Solver
A Quick Decision Maker and a Clear Thinker
Possess Strong Security & Analytical Skills
A Team Leader and a Good Trainer
Experience in large multi-locations in United States, Canada, Mexico and India*.