

CURRICULUM VITAE

Nirbhay Kr. Sharma
Plot no.918 street no.11
Opp Fun and food village
Kapashera New Delhi 110037
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Educational Qualification

- 1)BA in 1998 from Chhatrapati Sahu ji Maharaj University Kanpur.
- 2)HSC in 1994 from SGV inter collage Aihar Raebareli Allahabad Board.
- 3)SSC in 1991 from SGV inter collage Aihar Raebareli Allahabad Board.

Additional Qualification

Course in first aid and fire fighting from Pelican Marine Academy Mumbai
Completed 10 days refreshment course in first aid and fire fighting from same Academy in 2012 to boost my knowledge and knowing about new methods and technology.
Diploma in computer office automation & Internet.

Professional Experience

Working with **Rolta India ltd.** Gurgaon as Associate Security Supervisor since 29th July 2010
To Till date.

Job Responsibility (Fire Management)

- 1)Handling all fire related activity
- 2)Preparing monthly check list of fire equipment.
- 3)Showing live fire demonstration to staff on each Quarterly fire drill.
- 4)Briefing to ERT members,housekeeping and security staffs for fire evacuation drill on quarterly basis.Making Proper document and video recording to submit it in Haryana state fire department for fire NOC.
- 5)Checking AMC related all service reports,query and solution.

Material Management

- 1)As per SOP'S Handling In word,Outward and Returnable material with proper Invoice/gate pass.
- 2)Keeping track of returnable material and taking updates from concern department on weekly basis.
- 3)Keeping track of diesel,water supply records.

Key, Vehicle & Parking Management

- 1) keeping track of all keys at main gate and making proper entry which is checked by our superiors on weekly basis.
- 2) After depositing the key by concern person patrolling guards ensure to main gate about proper locking of door, AC and light switched off properly.
- 3) Handling more than 2000 private vehicles.
- 2) During peak hours controlling traffic at main gate
- 4) Company has provided unique sticker for all vehicles it is helping us to identify vehicles.
- 5) Keeping token system it is helping us for private vehicles not hold more than 5-10 minutes in premises.

Other Responsibilities

- Maintaining Electric conservation.
- Attending lift complaints
- Checking cleaning activity.
- Attending clients.
- Stationery Management.

Past Experience

Spinach(Wadhawan Food Retail Pvt. Ltd.) Bandra Mumbai 2007 To 2010

Customer Handling, MIS Report, GRN, LPC, Stock Take, Material Management from DC, Auditing of Sodexo, Accor and Credit card Merchant copy.

Food Bazaar (Pantaloon Retail India Ltd. Mumbai)

Team Leader (loss and prevention cell.) March 2005 To April 2007.

Job Responsibilities :-

- 1) Handle 35 security guards 15 sales boy.
- 2) I was handling all fire related activity.
- 3) Controlled shrinkage.
- 4) Controlled more than 15000 crowd in big day sales.
- 5) Briefed staffs on daily basis about very polite communication with customers.
- 6) Seal locking on each loose points after day end.
- 7) Handle more than 100 vendors in ware house material In wording, GRN and sending product to floor with security guards.
- 8) CCTV system.
- 9) Home delivery Management.

NISA Security Services Khar (W) Mumbai. Mar. 2003 To March 2005

- *Worked with various clients in deffrient deffrient location at Mumbai.
- *Hotel Inter continental Mumbai
- *Stylus Mumbai.
- *Big bazaar Mumbai.

**Hiranandani group pawai Mumbai
Exhibition ground in Goregaon Mumbai

First Experience Vigilante Security Services Mumbai

Worked in Maker Tower AB Cuffe Parade Mumbai.Oct.1999 To Feb. 2003

- 1)Handle 60 guards and house keeping staffs,Vendors and Visitors.
- 2)Managed vehicle moment and vehicle parking.
- 3)Controlled out side persons in sea beach parking and garden area.
- 4)Controlled visitors,Contractors and vendors at main gate.
- 5)Fire alarm and fire fighting.
- 6)CCTV system.

Personal Details

Date of Birth *07th December 1976*

Marital Status *Married*

Permanent address *Mahesh nagar Post-lalganj Dist- Rae-barely (UP) PIN - 229206.*

Date :

Place:

***Signature
Nirbhay Kr.Sharma***