**MANJUNATHA**

# Email: manjunatha.334302@2freemail.com

**In quest of managerial assignments in Safety and Security Operations/ General Administration/ Team Management with an organization of repute**

**PROFESSIONAL PROFILE:**

A competent professional with **20+ years** of experience in Security Management across operations. **Worked with Spark Security Services as Branch Manager- Operations, Dubai, U.A.E.** Expertise in managing the security aspects pertaining to Physical, Internal and Integrated Security systems, Facilities Management, Project Management etc. Displayed competence in managing security operations from designing policies/guidelines, implementing security systems to highlighting non-conformance/ gaps etc. Proficient in administering security programs to guard against theft, fire, vandalism, violence, or other threats against the company or its employees. A proactive leader with strong skills in training and relationship management coupled with exceptional communication, presentation and inter-personal skills. Expert in maintaining the standards as per the ISO 9001-2000 guidelines. Holder of **NCC “C”** Certificatefrom **Indian Army.** Member of INTERNATIONAL FOUNDATION FOR PROTECTION OFFICERS**(IFPO) &** AMERICAN SOCIETY FOR INDUSTRIALSECURITY**(ASIS). Having valid UAE Driving License. Certified Security Manager from Dubai Police Academy.**

**EXPERIENCE DETAILS:**

**Oct 2014 to August 2016: Worked as a Cluster Security Manager with City Seasons Group of Hotels.**

**May 2014 to Sept 2014: Worked as an Account Manager with Citytec Group, Dubai. UAE.**

**April 2013 to Feb 2014 Worked as a Manager Operations with NSG Safety & Security Services,**

 **Abu Hail, Dubai, United Arab Emirates.**

**Aug 2010 to Feb 2013: Worked as a General Manager - Operations with Uniq Detective & Security Services, Vijayanagar, Bangalore – 58.**

**Jun’07 to May 2010 Spark Security Services as Branch Manager- Operations, Dubai, U.A.E.**

 An ISO 9001, 18001 & OHSAS certified company

**Dec’05 to Jan’07 Fireball Securitas & Consultants Pvt Ltd., as a Branch Manager Operations & BD, Bangalore**

**Mar’05 to Dec’05 Cosmopolitan Industrial Security & Detective Services Pvt Ltd., as Manager – Operations**

**Aug’03 to Feb’05 Uniq Detectives & Security Services Pvt Ltd., as Manager Operations, Bangalore.**

**Jan’01 to Jul’03 Gardien Detective & Security Services Pvt Ltd., as Manager Operations**

**Sep’99 to Dec’01 Eagle Eye Security Services) as a Security Officer at IBM & WIPRO Technologies, Bangalore.**

**Aug’96 to Aug’99 Terrier Security Services Pvt Ltd., as Security Supervisor at Volvo Pvt Ltd & Cerebra Computers Pvt Ltd, Bangalore.**

**Jan’94 to Jul’96 Group-4 Securitas Pvt Ltd as Security Supervisor at Passport Office, C-DAC, Motorola, Hotel Ivory Towers, St.Mark’s Hotel, Bangalore**

**Jan’89 to Dec’92 SIS Security Services Pvt Ltd., as Security Supervisor at Hotel Ashok Temple Bay Beach Resorts, Mahabalipuram, Tamilnadu**

**AREAS OF EXPERTISE**

* Safety Initiatives; Developing and administering safety/ security programs to guard against theft, fire, vandalism, violence, or other threats against the company or its employees. Handling Safety /security contracts, including processing and finalizing security contracts. Managing the entire Safety / security setup, including implementing & monitoring the exit / entry system for movement of Staff, Vehicles, Raw Materials, Equipment, etc. Recommending protection measures, assisting Safety /security clearances for new employees or visitors as well as conducting internal investigations relating to sensitive security issues.
* Security Measures /Functions; Coordinating with Risk Mgmt Team relating to Fire Evacuation Drill and Bomb Threat. Maintaining and updating of records related to safety and security as per quality apex manual. Monitoring of Electronic CCTV camera systems and receiving feedback on any suspicious activity in premises. Controlling Physical Security and minimizing the level of policy lapses from the employees, thereby ensuring authorized access into the company premises.
* General Administration; Supervising and organizing transport, stationery, cafeteria/canteens, housekeeping activities, Employee Accommodation, Industrial Security, etc. Ensuring optimum and effective utilization of funds in providing congenial work environment. Maintaining optimum inventory levels in the stores and maintaining business relations with vendors for the procurement of necessary items. Relationship Management with various Law Enforcement Agencies, thereby adhering to regulatory requirements.
* Team Management; Handling a team of Security officers, caretaker's, guards and managing optimum utilization and placement of available resources. Managing staff welfare & new developments, performance management/performance appraisal exercises and administration of performance-linked remuneration policies. Coordinating activities for the identification of training needs of employees for upgrading their technical skills and briefing security personnel’s at their respective sites. Briefing and De briefing security personnel at assigned posts.

**KEY HIGHLIGHTS**

**With Spark Security Services**

* Actively involved in overseas recruitment, training, deployment, making Security surveys & Audits, meeting the clients, attaining the satisfaction of the clients, giving confidential reports to management, auditing of assets & vehicle management. Providing specialized security services to the Malls like Marina Mall, Al Wahda Mall etc at Abu Dhabi. UAE.
* Successful in maintaining the security team in a high spirit & motivated to face any emergencies.
* Led a team of more than 3000 security staff and maintained ISO 9001- 2000 standards & quality policies.
* Successfully implemented Loss and fraud prevention policies in the malls.
* Effectively implemented the Health, Safety & Environment policies at all locations and trained the guard force to maintain the standards strictly at all times and all levels.
* Achieved 100% customer satisfaction by giving the service as per the clients requirements.

**With Fireball Securitas & Consultants Pvt Ltd**

* Fulfilled the shortage of security staff by whirlwind recruitments and attain the customer satisfaction.
* Effectively implemented the ISO 9001-2000 standards and documentations.
* Achieved 100% customer satisfaction at JP Morgan Chase Call Centre at Bangalore by providing the Escort Security Services to their employees.

**With Uniq Detectives & Security Services Pvt Ltd**

* Recruited more than 500 security staff and taken over the new orders and deployed the guards.
* Implemented the ISO 9001-2000 standards as per the guidelines effectively.
* Provided effective security services to all major garment industries in Bangalore like Arvind Mills, Gokaldas Images, Fibers & Fabrics International.

**EDUCATION**

* B.A from Bangalore University in the year 1989.

**COMPUTER PROFICIENCY**

* Expert in Computers (MS Office, Power Point, MS Word, Excel) & Internet skills.

**PERSONAL DETAILS**

Date of Birth : 21st July 1966

Languages Known : Kannada, English, Hindi, Telugu, Tamil, Malayalam and Urdu

Salary Drawn : AED 12000 / month

Salary Expected : Negotiable

Notice Period : Available immediately.