

Amit Mishra

Accomplished and versatile professional, with expertise in Administration, Human Resources, Operations, Procurement and Security management, seeking opportunities to leverage strategic planning, operational optimization, and exceptional results delivery in a dynamic organization.

Profile Summary

- Over **20 years of experience in administration, security operations, and human resources**, with a strong focus on procurement, policy implementation, and learning & development.
- Leading investigations, audits, and security inspections, & overseeing procurement, payroll, attendance, and leave management.
- Proven track record in **identifying, developing & implementing security processes** to reduce risks, respond to incidents and limit exposure to liability in areas of physical and personal risk; capabilities in developing **security frameworks & policies**, conducting risk assessment & mitigation, making high-stake decisions.
- Proficient in managing wide spectrum of administrative tasks including, **procurement of material & services, formulation of purchases & procurement policy, vendor evaluation/selection & development, security, budgeting & effective cost controls systems.**
- Valued contributor in spearheading a wide range of activities including **Event Management, Travel Management, Asset Management, CCTV Management** & so on; adept at organizing national sports events, and liaising for high-profile events, including the Commonwealth Games and visits by the President.
- Skilled in developing and executing training programs for personnel**, ensuring mission readiness and fostering a culture of continuous learning and improvement
- Recognized for exceptional leadership, communication, and problem-solving skills, with a keen focus on strategic planning and administration.

Education & Certifications

- MBA (HRM) | NMIMS | 2022
- PG Diploma in Labour Law | Mahaveer Vardhman University | 2017
- Physical Fitness Training Certificate | Lifestyle Disease Research Centre, AFCME, IAF | 2015
- MSW | IGNOU | 2012
- Diploma in Physical Education and Small Arms Weapon Handling | IGNOU | 2012
- B.Ed. | Bangalore University | 2010
- BA | IGNOU | 2009
- Certificate course in Security management of Strategic Installations
- Certificate course in Human Rights from IGNOU
- Certificate course in Yoga Science from Morarji Desai National Institute of Yoga Science, New Delh
- Certificate course in Data Science and Machine Learning with Python from NIELIT, Jammu

KNOWLEDGE PURVIEW

Physical & Operational Security Management

General Administration/ Facility/ Infrastructure Management

Strategy Formulation & Implementation

Resource, Budget & Cost Optimization

Risk Assessment & Mitigation

Asset & Loss Protection

Disaster Risk Management

Travel Management

Asset & Space Management

Business Continuity Planning

Logistics & Transportation Management

Team Management & Leadership

Training & Development

Vendor & Stakeholder Management

Cafeteria Management

Purchase & Procurement

Work Experience



SENIOR MANAGER ADMINISTRATION, CBSL (JUN 2024- AUG 2024)

Responsibilities:

- Maintaining discipline in Office and other sites, co working culture, strict checking of man & material, security check. Ensuring the availability of basic amenities, office requirements, oversee the maintenance of infrastructure..
- Managed procurement of consumable and non-consumable items, along with overseeing attendance, leave, and payroll functions.
- Recommended and implemented new policies, procedures, and services for continual improvement.
- Communicated procedural requirements to government organizations and civil firms, ensuring seamless operations.
- Act as primary liaison between CBSL group and nodal offices of courts, record room officers.
- Negotiate contracts and agreements to secure favourable terms for CBSL group.
- Oversee the procurement in a cost effective and time effective manner, managing purchase order.
- Implemented inventory control system and process for efficient stock rotation and replenishment.
- Oversee the maintenance and upkeep of all facilities.
- Regular inspection of DMS sites, identifies and addresses issue to management, prepare and present report on key metrics.

Responsibilities:

- Spearheaded program risk assessment and formulated effective strategies to mitigate risks.
- Led and conducted investigations, audits, and security inspections, ensuring compliance with regulatory changes.
- Managed procurement of consumable and non-consumable items, along with overseeing attendance, leave, and payroll functions.
- Recommended and implemented new policies, procedures, and services for continual improvement.
- Communicated procedural requirements to government organizations and civil firms, ensuring seamless operations.
- Ensured the proper operation and maintenance of special programs, contributing to public safety and regulatory compliance.
- Developed and managed training calendars for new batches, ensuring comprehensive skill development.
- Supervised and mentored administration, faculty, staff, and students, contributing to strategic planning and development.
- Administered safety and security operations, ensuring compliance with policies and procedures.
- Contributed to intelligence and counterintelligence activities, enhancing overall security measures.
- Played a key role in organizing and conducting sports events at the national level.
- Facilitated yoga sessions for the physical and mental well-being of Air Force personnel.
- Conducted comprehensive training on Passive Air Defence and Ground Defence.
- Demonstrated expertise in field craft training and first aid, ensuring preparedness for emergency situations.
- Contributed to the organization and execution of sports events, fostering a spirit of camaraderie among Air Force personnel.
- Conducted training on Passive Air Defence and Ground Defence, ensuring the readiness of Air Force personnel.
- Demonstrated proficiency in field craft training and first aid, contributing to the overall preparedness of the team.

Achievements:

- Successfully organized and supervised national-level sports events for Air Force personnel.
- Played a pivotal role in conducting yoga sessions for the well-being of Air Force employees

Personal Details

Date of Birth: 5th Sep'1986
Languages Known: English& Hindi
Present Address: Prayagraj, Uttar Pradesh. India