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| DEVANAND GHADGE  **Shivrupa Apartment,**  **12/14, Sector/1.**  **Khanda colony, Navi Mumbai,**  **Pin-410206,**  **Phone 9833366383, 7039787843.**  **E-Mail: dev.dg1998@gmail.com** | **C:\Users\sai\Desktop\Scan0005.jpg** |
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**OBJECTIVE :- To Work with an Organization which can refine my skills and give the responsibility and challenges along with opportunity to grow.**

CAREER CONSPECTUS:-

A result oriented Jr. Commissioned Officer (Retd.). Trained & groomed by the Indian Navy over period of time as an Enterprising Leader with ability to lead large task force in a disciplined & organize manner, have served 15 years with (Indian-Navy) Executive dept. with sound background, served on various Establishments & Ships.

Over 14 yrs. + (Total Experience= 29 years including 15Years Naval Service+14years Corporate) Administration, Security, Facility, IR, Firefighting & Safety.

Experience:-

* **2024 May- Till Date- Head- Admin & HR- Randhawa Motors Pvt. Ltd. (Mahindra & Mahindra)**
* **2020-2024 May- Business Partner (HR Access India)**
* **2016- 2020 – CETP Head- (General Manager) Administration & Operational**
* **2014- 2016 – Business Partner (HR Access India)**
* **2012-2014 –Head-Administration & Security, HR, IR (Loha Ispaat Ltd, Mumbai).**
* **2009-2012 – Manager –Administration & Security, ER. In Corporate office as well as Site Setup, Pan India (Arshiya International Ltd. Mumbai)**
* **2007-2009 - Sr. Manager-Administration & Security, IR (Ashte Logistics Pvt Ltd. Mumbai.)**
* **2005-2007 - Manager –Administration, Security & Port Mgr., PFSO (PNP Port at Dharmtar)**
* **1999-2005 - Manager-Administration & Security (Unity Infraprojects Pvt.Ltd) Mumbai**.
* **Administration**
* Establishing new Administration setup.
* Designing and implementation of various Security Admin related Procedures and policies.
* Transport Travels & Vehicles Management. (Making arrangements for staff & Employees.
* Effective cost reduction planning’s.
* Vendor management & their AMC.
* Canteen Managements.
* Ensure of proper Housekeeping for offices & Plants.
* Facility of vender Managements, supervising of various venders like housekeeping, plumbing, carpenter, Civil & Canteen.
* Guest Managements (arrangements for flats & Hotels guest).
* Meetings Co-ordinations: Co-ordination for all administrates arrangements for internal & external.
* Events managements: providing necessary administrative arrangements.

**Lassoing with various Authorities**

* Dealing with Various Govt e.g. Municipal Corporation, MIDC, MSEB office, shops inspector, Labor officers, Tahasil office, Police station, custom office also approaching concerning Govt authorities Mantralaya etc.
* Conversant exposure in computer operating system and skill such as MS Office & Internet.
* An effective communicator with excellent relationship, management skills and strong analytical, problem solving and organizational abilities.

**Statutory Compliance.**

* Preparation of PF, PT & ESIC monthly Challan,
* Renewal of factory license Factory annual returns.
* Dealing with factory inspectors, ESICS local authority & PF Authority etc.
* **Security.**
* Enforcing & monitoring Men, Material & Information Security measures.
* Monitoring Company & Contract employee’s movements.
* Traffic Management
* Key management.
* Surprise checks, Intelligence collection, Investigations & Reporting.
* Monitoring Union & other related activities.
* Operating & monitoring Electronic Surveillance gadgets
* Training of Security Staff in all above matters.
* Responsible for Administrative needs of the Fire & Security Staff.
* **Fire Fighting.**
* Operation & periodic preventive maintenance of Fire detection & fighting systems & equipment including Fire hydrant line, Sprinkler system, smoke & heat detection system & portable fire extinguishers.
* Preparing Fire & emergency investigation reports.
* Have vast experience & have led team of fire fighters in actual fire emergencies.
* Conducting training & live mock drills for Fire squads & other company & Contract employees.
* **Safety**
* Planning and conducting Fire mock drills & Evacuation drills.
* Planning and conducting in House Fire & Safety Audit of the plant.
* Coordinating related activities for projects like identification of risk & requirement of various Fire & Safety measures to be taken & specification of Fire & Safety equipment required
* Training of Company employees & Contract employees in Fire & Safety related matters.
* **Employee Relations**:  
  -Maintaining congenial relations in the company among employees, between employer and employees.  
  -Prompt resolution of employee grievances to maintaining cordial employee relations.  
  -Maintaining discipline & harmonious working environment across all level of employees.  
  -Interaction with Employees while moving across the shop floor and indulging into formal & informal discussions.  
  -Synergizing the team work through counseling.  
  -Keeping absenteeism and late coming under control.  
  Legal compliance and Liaison with Government Officials:   
  -Ensuring statutory compliance to all the applicable labour laws like ESIC, Factories Act, Contract labour (R&A) Act etc.   
  -Close liaison with government official of concerned departments like Labour department, Director of Factories’ office, ESIC office, Pollution Control Board, Fire office etc.
* **Roles & Responsibilities:**
* **Current: As A Head-Administration & Security.** Responsible to establish new Administration & Security of Corporate office and factory, gating all activity’s reports checking implementing & forwarding to CMD/Director.
* Responsible for establishing electronic surveillance systems and access control all over Pan India (subsequently reduce man power).
* Security and safety audit for all India.
* Revamping of old Fir fighting system.
* Budgeting for corporate security and other establishments.
* Presently heading Administration & Security dept.Approx. 650 Staff & Workers consists of Fire Security, Housekeeping, Canteen, Dispatch services & Transport employees*.*
* Responsible for Entire Administration & Security management of the Factory.
* Responsible for Factory firefighting arrangements. Operation & maintenance of all systems. Attending all types of emergencies round the clock.
* Responsible for plant Housekeeping arrangements. Have introduce mechanize applications & achieved better results.
* Also monitoring segregation & disposal of waste, plant sweepings & Scrap materials.
* Responsible for Contract workmen physical attendance. Contractor’s material in & out movement monitoring, Fire & Safety training to them.
* Conducting Fire mock drills, In house Fire & Safety Audit, Fire training for Employees.
* Export Import ware house Security & surveillance management.
* Transport arrangements including Shift buses/ jeeps & other vehicles for staff.

**QUALIFICATION:-**

* **Education: Post Graduate** (**as per the special provision of Govt. of India In Indian Navy**)

**B.A (Spl English) Appr MBA.**

* **Specialization: Leadership, Man & Management** (INS Agrani Coimbatore)
* **Basic Computer** (Aptech)
* **Diploma in Security & Fire Management** (NISM – Mumbai)
* **Diploma in (PFSO) Port Facility Security Officer (Mumbai)**
* **Diploma in Industrial Safety** (ISLE Chennai)
* **Commando & adventure course Commando Academy (**Uran**)**
* **Karate Black Belt (**ITF –Vishakhapattanam)
* **Special Qualification: Yoga & Physical Fitness Instructs. (Mumbai)**
* **Others Information : Participated in following operation**

**1) Operation Tasa –To control LTTE Activity in Tamilnadu Costal Area.**

**2) Operation Swan –To prevent the Smuggling in West Coastal Area.**

**3) Operation Flood Relief: Vijayawada & Orissa.**

PERSONAL VITAE

**Date of Birth : 09th June 1965.**

**Languages :** English, Hindi and Marathi.

**Marital Status** : Married