NARENDER SINGH RAGHAV

*501,Ideal Apartments Sector 1-A Dwarka(opp Nasirpur Sabzi Mandi) PALAM-DABARI ROAD*

*NEW DELHI-110045*

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###### D.O.B: 10/ 10/ 1961B.A., P.G.D. P M & L W

## CHIEF ADMINISTRATIVE OFFICER / MANAGER ADMINISTRATION

## PROFILE

* A qualified P.G Diploma in Personal Management &Labour Welfare & seasoned professional offering rich experience of **30years** in **Administration/ *Security*/ IR** with one of the best and most disciplined organizations countrywide- The CRPF. Rich and successful experience under the rigorous and exacting standards of the CRPF and private organization after voluntary retirement from the CRPF,thus equipping me more than adequately for all kinds of managerial functions in the corporate sector.
* Ingrained confidence, adaptability, maturity and tact due to wide experience of crisis management on a virtually daily basis, resulting in the ability to handle multiple functions and activities in a high pressure environment and to identify and prioritize tasks at hand.
* Highly motivated, positive and goal-oriented, with a high degree of flexibility, resourcefulness and commitment to my work, as well as the ability to build and lead effective teams.
* Demonstrated expertise in implementing stringent security systems / measures to establish and maintain high security standards, protect the high-value assets of the nation &maintaining overall discipline/ moral/motivation of employees.
* **Holds the credential of bagging 47th Independence Medal, Police Kathin Sewa Medal, 50th CRPF Anniversary Medal, D.G,s Appreciation from higher authorities of CRPF NSG & Judiciary.**
* Highly effective communicator with an extensive knowledge base and exceptional talent for problem solving through analytical thought processes, as well as the ability to build and lead effective teams.

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| **General Administration** | Security Operations | Discipline Maintenance |
| **Leadership** | IR | **Legal Functions** |
| Maintaining Law/ Order | Training & Development | **Office Administration** |
| **Resource Management** | **Transport/ Housekeeping** | **Cogent communication** |

**PROFESSIONALEXPERIENCE**

**C.R.P.F 22 years of professionally satisfying & glorious career**

### Assignments Handled Across the Career Path

**As Company Second in** Command or Officiating Commander

11/8/1983 TO 01/10/2005

* ***Commanded the company*** consisting men,material,money,records,arms & ammunition.
* Accountable for **maintaining overall discipline/ moral/motivation of employees as well as operations, inquiries & investigations**.
* **Ensuring prompt resolution of employee grievances to maintain cordial relations & achieve dedication by workers.** Implementing stringent security measures for the safety of high-value assets of the nation.
* Maintaining security of arms & ammunition as well as overall security of campus including access control & maintaining related records.
* Utility, facility, AMC, security, mess, office management, men management etc.
* Conducting court of enquiries, preliminary enquiries, and departmental enquiries.

 Legal Officer/Law Inspector OCT 1989-JAN 1992, FEB 2002-MARCH 2004

* Reported to Commandant/Addl. DIGP/ DIGP legal & had career path spanning Force HQ as pairvi officer, deputation with NSG (Judge Attorney General branch) & law officer of NE sector of CRPF (7 sister NE states)
* Supervising/ guiding/ controlling legal branch team & managing office correspondence and administration.
* Appearing in Supreme Court/ High Courts/ Trial Courts & Other Courts for matters including Civil, Criminals, Service, MACT and Human Rights etc. for resolving critical issues.
* Appointing/ maintaining sustained contact with Addl. CGSCs/ CGSCs/ Attorneys/ Solicitors etc. for initiating/ follow-ups on legal procedures.

 **Assistant Commander in NATIONAL SECURITY GUARD**

**SEPT 1998-FEB-2002**

* **Gained rich experience of working with Army, civil police, Intelligence, various para military organizations**.
* Spearheaded a team of Judge Attorney General’s Branch handling preparation/ vetting/ filling of applications in various courts, preparing counter replies, meeting counsels etc.
* Accountable for imparting legal training to new induction across NSG.
* Conducting summary trials, enquiries like Preliminary enquiries and Departmental enquiries.

##### Administrative Officer in C.R.P.F.

* As Inspector in CRPF & Assistant Commander in NSG handled Administration functions & accountable for maintaining moral, motivation & discipline of task forces.
* Accountable for smooth functioning of assigned platoon & maintaining law/ order in difficult circumstances.
* Independently handled the transport, liaising, power supply maintenance & office correspondence functions

**DUTY OFFICER - B.L. KAPOOR Memorial hospital Delhi**

**Aug 2013 – Nov 2013**

General Admin. Co ordination inter department,inter-personnel,discipline,patientsatisfaction,timelyadmission,proper professional services,billing,discharge,housekeeping,maintenance,utility,facility,café,canteen,grievances addressing etc.

**ADMINISTRATOR – PARAS HOSPITAL GURGAON**

 **SEPT 2009 TO Aug, 2013**

First NABH and NABL 250 bedded hospital of Haryana. I am looking after total administration of the hospital viz security, disaster management, housekeeping,horticulture,AMC, maintenance, facility, utility, canteen & café, discipline, co- ordination between all departments of the hospital and addressing al issues .

##### ADMINISRATOR, DELHI HEART AND LUNG INSTITUTE New Delhi-

##### JAN 2007 TO SEPT 2009.

##### Delhi Heart and Lungs Institute an global level expertise and infrastructure on Punchkuiyan Road New Delhi, accountable for all general administration of institution including security,disaster management, housekeeping,horticulture, facility, utility, discipline, and co- ordination between all departments of the hospital to make the hospital run smooth when no authority is present in the hospital . I am the only custodian and controller of the hospital

**ADMINISTRATIVE OFFICER** Mata Chanan Devi Hospital New Delhi-

Nov, 2005 TO JAN 2007

Job profile- Office administration, receiving all summons, queries, grievances, suggestions, employees grievances, security ,disaster management, maintenance, vendor management, housekeeping, canteen, café, diet related matters, discipline, horticulture, liason, pairvi of court cases in all the courts /forums etc.

**An expert manager Administration and personnel**-

 By virtue of educational background and vast and rich experience of professional administrative job e.g. management of utility ,cost, support services, vendors contractors ,security, statutory compliances etc of more than 23 years, I am matured and experienced Manager Personnel and Administration for any organization i.e. Healthcare, Education, service or manufacturing organization .Expertise in management of Facilities,General Administration,Transport,Cost, Soft services,Employees,facility,Maintenance,Security &safety,Logistic,Catering, Liaison and finalization of contracts etc

**EDUCATION& PROFESSIONAL DEVELOPMENT**

**HP UNIVERSITY, SHIMLA**

P.G Diploma in Personal Management &Labour Welfare

*IR & Personnel Mgmt., Organization Behavior, Wages & Salary Administration, Labour Legislation’s In India.*

**M.D. UNIVERSITY ROHTAK, (HARYANA)**

B.A (Public Admin, Pol Science, English & Hindi)

**CRPF COURSES ATTENDED**

* Office Administration, Security & Administration, Fire Fighting & Safety, Anti High Jacking.
* Human Behaviour, Computer Awareness, Human Rights and Senior Inspector Courses.

COMPUTER SKILLS: Office Automation & Internet Applications

OTHER RELEVANT PARTICULARS

**Preferred Locations**: Delhi/, Gurgaon

NARENDER SINGH RAGHAV

8586961692