Email

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**SHILENDRA SINGH CHAUHAN**

Contact

+91-8587839875

**SENIOR MANAGEMENT PROFESSIONAL**

**GENERAL ADMINISTRATION ~ FACILITY MANAGEMENT ~ SECURITY OPERATIONS**

**EXECUTIVE SUMMARY**













* **Confident, dedicated senior management professional** with 30 years of experience, steering initiatives towards achievement of organisational goals with chief responsibilities pertaining to General Administration, Security Operations and People Management

**Operations Management**

**General Administration**

* Experienced in handling operations entailing planning, budgeting & resource deployment ensuring smooth operational flow

**Training and Development**

* **Deftness in designing, implementation and supervision of modern security** intelligence and surveillance systems as well as carrying out counter insurgency operations

**Facility Management**

* **Expertise in managing the wide spectrum of administrative tasks** including, procurement of material & services, formulation policy, vendor development, housekeeping, transport management, visitor management, events, security, budget & budgetary effective cost control systems

**Liaison Affairs**

* **Proficient in creating / implementing / improving security** systems and resolving all kinds of security problems that are commonly encountered

**Operations Management**

* An enterprising leader with the ability to motivate personnel towards achieving organizational objectives and adhering to industry best practices



**EMPLOYMENT DETAILS**

**INDIAN ARMY: Aug’86 – Aug’16**

**PROFESSIONAL ASSIGNMENTS HANDLED ACROSS THE COMPANY**

**As an Administrator (Overall In-charge of Company) Jun’15-Aug’16**

**Key Deliverables**

* Supervised 100 personnel; spearheaded overall operations encompassing areas of ration payment, vehicle security, fire- fighting
* Accountable for operations & maintenance of Generator 13.5 KVA, 7.5 KVA, KVA, Dama Satellite Radio Sat EPBAX, 24 Vehicle
* Managed project OFC, JFC Route; maintained splashing power audit, earthling audit video conference helipad activation, cyber audit etc.

**As Administrator, Satellite Antenna In- charge Administrator Dec’11-Jun’15**

**Key Deliverables**

* Supervised team of 80 personnel; handled 10 heavy and 2 small vehicles
* Handled event Satellite Antenna (ViaSat, Satcom, ECIL); RF Chain till Equipment; Accord EPBAX,IP Phone, Power Generator 320 KVA, UPS 30 KVA

**As An Administrator Jan ‘09 – Dec’11**

**Key Deliverables**

* Accountable for OFC lay out, cyber security, server update, cyber security class, fire wall class, forensic IT audit, student projects, standards checker, LAN/WAN/Internet

**As an IT In-charge, Telecom In- Charge, Administrator Aug’06 – Jan’09**

**Key Highlights**

* Managed a team of 80 personnel; administered activities pertaining to leave, scale, ration cloth etc.
* Also handled responsibilities as security and fire fighting In-charge

**As Server, Web Data Base Administrator May’03 –Aug’06**

**Key Highlights**

* Managed web design, paperless office CCTV, Infar net, night vision camera
* As Security In-Charge, handled vehicle tracking system installation, cyber security audit, conference hall audio video
* Presented on the spot demo to Chief of the Army Staff (COAS)
* Received Commendation Card award, Group Commander award and certificate of merit

**As IT Administrator, EPBAX In- charge, VIP System Checker, Line In-charge, Cyber Security Audit May’01 –May’03**

**Key Result Areas**

* Handled EPABX System (Alcatel, Crompton Greaves, Tata), Earthling System, JFC Layout, MDF, IDF wiring
* Involved in installation of docket less program, serge protection, LAN, WAN; system configuration, Lotous system work, cyber security audit

**Preceding Assignments**

**May’96 – May’01 As Detachment Commander, Store In- charge**

**Apr’91 May’96 as System Supr. Detachment Commander Exchange Superintendent**

**Dec’88 – Apr’91 as Per Shift Roster Duty**

**Aug’86 – Nov’88 as Trainee**

**CORE COMPETENCIES**

General Administration

Security Operations

Vigilance

Disaster Management

Liaison / Coordination

BCP/ Disaster Management

Project Management

Contract Security

Crisis Management

Physical Security

Liaising & Coordination

Risk Management

Asset Management

Facility Management

**ACADEMIC DETAILS**

* MBA (Information Technology ) from SMU in 2015
* MA (English) from Dr Bhim Rao Ambedkar University, Agra in 2000
* MA (Political Science) from Agra University in 1996
* BA from Agra University in 1994

**Professional Enhancements**

* Trade Proficiency TTC (FoS) class one from Indian Army
* ADP Fundamental Certificate from Human Resource Development Centre
* Leadership, Motivation& Human Resource Development from JLA Bareilly
* Diploma in Visual Basic from National Resource Centre C-DAC
* Diploma in Web Designing and Application from National Resource Centre C-DAC
* Diploma in Supervisory Management from Lal Bahadur Shastri Institute of Management& Technology
* Security and Fire Fighting Certificate from Indian Army
* Financial Accounting from AISECT University
* DTP from AISECT University

**PERSONAL DETAILS**

Permanent Address : West Patel Nagar, District: New Delhi

Date-17-10-2016 Signature

 