

# CIRRICULAM VITAE

## **Reji Kailash Ravindran**

Plot No-135/A Bhavani Nagar,  
Near Gandhidham Military Station  
Vill-Galpadar, Teh-Gandhidham  
Dist-Kutchh, State-Gujarat  
Pin-370201

Mobile No- 9467725307, 9992052762

Email-reji5307@gmail.com



## CARRIER OBJECTIVE

A position in a result-oriented company that seeks an ambitious and carrier conscious person, where my skills will be utilized towards mutual growth and advancement and also to be a continuous learner and performer in the field of domestic & global level.

## PERSONAL SKILLS

Aggressive entrepreneur with integrative thinking skills, capable of forming and maintaining positive and productive working relation in internal, external independent and team environment. Taking ownership of all duties and responsibilities. Good communication & interpersonal skills, patience Regular introspection.

## WORKING EXPERIENCE

- **22 Feb 2001 to 31 Oct 2017 as a Post of Det Commander "Havildar" in Indian Army (Army Air Defence).**
  - ❖ Administration.
  - ❖ Documentation of Officers and Soldiers.
  - ❖ Maintenance in-charge of Radar & Gun System of Army.
  - ❖ In-Charge of Quartermaster (Rations and Fuels) duties of Army.
  - ❖ In- Charge of Technical Store of Army.
  - ❖ In- Charge of Det Commander.
- **11 Dec 2017 to 01 Apr 2018 as a post of Safety and Security Supervisor at Ranuka Sugar Ltd.**
  - ❖ Safety officer.
  - ❖ Handling of Security Team as per Security and Company needs.
  - ❖ Handling of Manpower.
  - ❖ Handling of Housekeeping.
  - ❖ Handling of Guestroom during VVIP/ Director Visit.
- **02<sup>nd</sup> Apr 2018 to till date a Post of Assistant Manager Security officer in Group of JM Baxi Port and Logistic, Kandla International Container Terminal Pvt. Ltd.**
  - ❖ Deployment of Security manpower.
  - ❖ Security of Vessel/Port/ Terminal/Assets.
  - ❖ Liaison with Government authorities (CISF, Custom, Marin Police & Crime Branch)
  - ❖ Liaison with local Service providers (Transporters and Trades)
  - ❖ Documentations of Audit, ISO 28000:2007,ISPS and 5S.
  - ❖ Import/Export Cargo accountability
  - ❖ Training of Security and Employee.
  - ❖ Preparing of Annual budget as per Company Budget.
  - ❖ Preparation and Implementing of Security process as per Company needs.
  - ❖ Monitored CCTV cameras, and fire and alarm systems.
  - ❖ Coordinated security for events and implemented emergency procedures when required.
  - ❖ Participated in fire and evacuation drills to evaluate exit routes and procedures and identify opportunities for improvement.
  - ❖ Established daily priorities and organised workloads to maximise productivity.
  - ❖ Produced year-end financial statements in line with regulatory standards.
  - ❖ Monitoring and implementing of housekeeping asper Terminal requirement.
  - ❖ Monitoring and implementation of Greenery/ Gardening asper Company needs.
  - ❖ Guest room management and Transportation.
  - ❖ Visitor Management.

## APPRECIATION

- ❖ JM Baxi awarded Safety Star for the Year 2018-2019.
- ❖ JM Baxi awarded Safety Champion for the month of Dec 2020.
- ❖ JM Baxi awarded Safety Star for the Year 2021-2022.
- ❖ JM Baxi awarded appreciation for exceptional efforts during the challenging period of the BIPRAJOY CYCLONE on 15th & 16th Jun 2023.
- ❖ JM Baxi awarded Safety Champion for the month of Aug 2023.

## EDUCATIONAL QUALIFICATION

<b><u>Exam Passed</u></b>	<b><u>Year of Passing</u></b>	<b><u>Institution</u></b>
10th	1997	SDA HS Karickom, Kerala Education Board
12th	1999	VHSE Odanavatam, Kerala Education Board
Diploma in information Technology	2004	C-DAC advance computer training School Pune
Computer Literacy Cadre	2004	Head Quarter 54 Infantry Division
Diploma in Safety Officer (SFO)	2011	National institute of Management studies, Bangalore
Diploma in Instrumentation	2011	Indira Gandhi National Open University (IGNO)
Certificate in Security of Strategic Installations	2011	Indira Gandhi National Open University (IGNO)
Associate degree in Arts	2012	Indira Gandhi National Open University (IGNO)
Equivalent Graduation from Indian Army. (MOD)		Indian Army

## JOB EXPERIENCE

- ❖ 17 Years experience as Det Commander, Documentation Clerk, Office automation, Weapons Technician and Transport Supervisors in Corps of Army Air Defence.
- ❖ Served In Various Indian Army Establishment, Where the strength of the people was 50 to 500 and some of them were having the area of more than 500 acre.
- ❖ Recognized all over the Indian Army for efficiency & honesty.
- ❖ Throughout above average in all course.
- ❖ Recognized all over the Indian Army for his efficiency & honesty.
- ❖ Has performed the duties of None Commissioned Officer.
- ❖ Worked at Shree Ranuka Sugar Ltd Bharapur Gandhidham in Security and Safety.
- ❖ Now Working with Kandla International Container Terminal as Security Officer.
- ❖ Seasoned Security Officer equipped with excellent communication skills and consistent ability to maintain detailed logs of important events. Skilled in problem-solving and conflict resolution with knowledge of law enforcement investigations. Trustworthy and committed to honest interactions with supervisors, employees and customers.
- ❖ Detail-oriented Security Officer equipped with excellent memory and awareness of surrounding people, events and facilities. Skilled in responding to emergency situations and providing crisis intervention efficiently. Exercise sound judgment during crisis and emergency situations.
- ❖ Oversee smooth implementation of Safety and Security policy for office, man power planning, Recruitment, Selection, Induction and Development of New Employees in the Organization been team leader with more than 100 personal under Command for various objectives and at various forums.

## PERSONAL PROFILE

Name	:	Reji KR s/o Late Ravindran Pillai
Date of Birth	:	15 Sep 1981
Gender	:	Male
Marital status	:	Married
Language known	:	Hindi, English, Malayalam, Tamil
Nationality	:	Indian
Organization	:	Indian Army
Date of Enrollment	:	22 Feb 2001
Date of Retirement/Release	:	31 Oct 2017
Total Service	:	17 Years
Last Rank Held	:	Havildar (Non-Commissioned Officer).

**DECLARATION:-** I declare that all the above mentioned details are true to the best of my knowledge and Belief.

Date :- 05 Jul 2024

Signature :-x-x-x-x-x-

Place :- Gandhidham