

ZUBIR MULLA

**HEAD OF SECURITY**

**CONTACT**

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Pune, India



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**Personal Details :**

DOB: - 04th May, 1986

Place of Birth: Kolhapur

Marital Status: Married

Total Experience: 13 Years

**Permanent Address :**

A-204, Reelicon Kian, 3, Mumbai-Pune Bypass Road, Ambegaon Budruk,

Pune-411046.

**Education :**

Bachelor of Arts (Economics)

Dr. T. K. Tope Night Sr. College, Parel

**Languages :**

* English
* Marathi
* Hindi
* Konkani
* Kannada

**PROFILE SUMMARY**

Dynamic, organized, meticulous individual with a total experience of Thirteen years, including more than four years as Head of Security of very well know branded Hotels.

Headed Security of Accor Hotels, Radisson Group Hotels with hands on experience in managing variety of crisis and IR issues and proven skills in all aspects of security and life safety management systems.

Champion in start-up of properties and transform them from project stage to operation Proficient in developing and streamlining security systems and training modules. Head of Security responsible for security risk assessment, security audit, formulating security process & procedure & SOPs.

**HIGHLIGHTS**

|  |  |  |  |
| --- | --- | --- | --- |
| • Crisis and Disaster Management | | • | Process improvement strategies |
| • | Physical Security | • | Safety Management |
| • | Asset management | • Team Building and retention | |
| • | Quick Response | • | Inventory Control |
| • | System implementation | • | VIP Security |
| • | Procedure Development | • | Security Audits |
| • | Procurement | • | Costs Control |
| • | Contract Review and | • | Fraud Detection |
|  | recommendation | • | Investigations |

**PROFESSIONAL EXPERIENCE**

* **Marigold Hotels & Conventions, Pune (Pre-Opening) - Chief Security Officer**

**November, 2019 to till**

* Responsible for increasing security efficiency at all the critical positions.
* Emergency response & Mitigation of issues posing security risk to people, assets, reputation and the brand name. Generating reports of daily activities & irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences or any other security breaches Conduct timely investigation of all types of incidents like theft, pilferage, accidents etc. & prepare reports accordingly Conduct surprise check at all sites and ensure that the staffs and the SOPs are in place.
* Generating reports of daily activities & irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences or any other security breaches Conduct timely investigation of all types of incidents like theft, pilferage, accidents etc. & prepare reports accordingly Conduct surprise check at all sites and ensure that the staffs and the SOPs are in place.
* Liaison with all the related police stations, District Administrations, other influential people and handle any situation that arises to settle all civic matters.
* Proficiently developed and streamlined security systems and training modules to enhance operational effectiveness. Set SOPs for security and safety for the smooth beginning of the projects till the handover to the owners.
* **Radisson Blu Resort & Spa, Karjat-Security Manager**

**August, 2018 to November, 2019**

* Headed the Security Department and continuously monitored installed safety devices for emergency readiness and organize patrolling and vigilance in public areas, restaurants, guest floors, offices, plant rooms and all other areas of the hotel, ensuring safety, security and comfort of all guests, hotel personnel and property in and around the hotel.
* Assists the General Manager in planning, directing, managing and coordination the security functions of the Hotel.
* Establishes operational procedures for activities such as fire prevention and firefighting, traffic control, guarding and patrolling physical property, orienting and monitoring of personnel involved with classified information, and investigation of accidents and criminal acts.
* Handled investigation and investigated all claims regarding thefts, accidents, injury, property damage, vandalism and trespassing from either guests, visitors or hotel personnel with the assistance of local police if necessary.
* Monitor and control the movement of all employees leaving and entering the hotel through the employee entrance. Recorded and strictly controlled the issuing of all master keys within the hotel according to the established key policies and procedures.
* Performed security audits as the RHG policies and implemented the policies generated.
* Managed all VVIP movements visiting the property for and convention or ceremonies.
* **Mercure Lavasa & LICC (Accor Hotels) -Assistant Security Manager (HOD)**

**February, 2017 to August 2018**

* Headed the Loss Prevention Department of Combo property as Mercure Lavasa & Lavasa International Convention Centre and have been responsible for risk assessment, security audit and developing and equipping the security service to counter the present and possible threats / risk in and around area of operation.
* Formulated security policies, procedures, SOPs, and guidelines and work instruction.
* Performed detailed analysis of security requirements and establishing security safety automation (access control, Electronic Surveillance, Fire Life & Safety, material management & others) & work practices.
* Developing and implementing security policy, standards & procedures to ensure on-going maintenance of Level of security.
* Spearheading overall forecasting, budgeting, procurement, distribution and consumption of resources and had a successful savings over budget.
* Reviewed the risk exposure of assets business disruptive activities by in-house workforce, external location / area related factors; managing the access control and electronic security measures, safety and fire prevention measures.
* Strengthened liaison with local police & administration and locals as well.
* Ensured smooth operations at all the times and maintaining proper decorum and discipline by implementing & modifying the policies & procedures and per the requirement of the hour.
* **Novotel Hotels, Pune (Accor Hotels) – Security Team Leader**

**June, 2015 – February, 2017**

* **Waterstones Hotels & Resort, Mumbai- Security Team Leader**

**December, 2013 – June, 2015**

* **The Westin, Mumbai (Starwood Hotels) - Security Assistant**

**May, 2011–December, 2013**

* **Bharat Diamond Bourse, Mumbai- Security Executive**

**September, 2010 – May, 2011**

* **Embassy of United States of America, Mumbai**- **Security Guard**

**June, 2008 – February, 2010**

**ACHIEVEMENTS**

* Recognized by the **CAPSI-Central Association of Private Security Industry** for the best security operations in Covid-19 Pandemic in January, 2021.
* **Marigold Hotels & Conventions-** Transformed the Projects to operations successfully Handled major Political issues in operations.
* **Radisson Group Hotels-** Assigned to handle the Security Department and appointed for investigation frauds
* **Accor Hotels-** Successfully cracked major internal fraud cases.

**CERTIFICATIONS**

* Emergency Procedures
* Suspicious Indicators & Child Trafficking
* Security and Terrorism Awareness
* Crisis Management and Crowd Management Course
* Successfully completed the Fire Safety certification from Safepro Industrial Training Institute, Pune in March, 2021.
* Successfully completed Certified First Aider certification course from Safepro Industrial Training Institute, Pune in March, 2021.

**REFERENCES**

* Mr. Alwaz Hattur –Security Manager – Novotel Hotel & HICC, Hyderabad

Mobile No. **+91 9960020897**

* Mr. Mangesh Darole–Security Manager– IBIS Mumbai Airport.

Mobile No - **+91 9819065946**

Date:

Place: Zubir A. Mulla