

# **CURRICULUM VITAE**

## **Mr. FAIZAN MALIK**

**Lawyer**

**Security Professional (Hotelier)**

**NCC 'C' Certificate Holder with RDC**



**Present Address:-** A-115/2, Yadav Gali, Chandu Nagar,-  
Main Karawal Nagar Road, Delhi.  
District:- North/East, Delhi- 110 094, (INDIA)  
Respondent:- # 7982425821,  
# 9250106770  
E-Mail Address: - [Faizanmalik881@gmail.com](mailto:Faizanmalik881@gmail.com)

### **Career Objective**

I am fully responsible for all the work that I do. Future is a challenge and I will face it. Utilizing my potential and contributing in organizational growth, shouldering higher responsibilities and aspiring for professional growth. Wherever I am, aspire to reach the limits of success.

This Resume besides highlighting my educational & personal details deliberates on my Experience skills and competencies acquired from a development career spanning over more than **12 Years**.

### **Expertise/ Highlights**

**Security Management:-** Access Control, Vigilance, Loss Prevention, CCTV Monitoring, Grievances of Guest, Investigation, Observation, Mock Drill, Fire Trainings, Crowd & Command Control Emergency Evacuation Plans, Team Building, Crisis Management, Briefing with-Security Personnel's, Interaction with the Guest and Local Police/ Govt. Agencies. Crime and Pilferage Control, Incident Reports & Drafting, Traffic Management, Identify suspicious activities, Threats, Thefts, Leadership, Criminal Behaviour etc.

**Certified Instructor:-** Fire & Safety, Search & Rescue, Disaster Management, First-Aid etc.  
Certified by Ministry of Home Affairs, NDRF Academy, Nagpur, Govt. Of India.

### **Academic Credentials**

- Pursuing **LL.B (Legum Baccalaureus)** from Prominent Shri. Bhawani Niketan Law College, Jaipur.
- Post Graduate/ **M.A. (Sociology)** from Indira Gandhi National Open University, Delhi in **2016**.
- Graduate/ **B.A. (Programme)** from University of Delhi in **2012**.
- **Intermediate** passed From C.B.S.E. Board, Delhi in **2008**.
- **High School** Passed from C.B.S.E. Board, Delhi in **2006**.

### **Diploma**

- **Post Graduate Diploma in Disaster Management (PGDDM)** from IGNOU with "A" grade in **2016**.
- **Diploma in Fire and Safety (Fire Instructor)** from **NFSC/ NCDC Academy, Nagpur, Maharashtra**.
- **Diploma in Computer Application (ADWD)** Advance Diploma in Web Designing from **CCMT, Delhi**.

## **Experience Highlights (13 Years)**

### **Security Manager**

#### **Head of Department (HOD)**

**Regenta Suites, Gurugram, Haryana, By Royal Orchid Hotels India Ltd. (137 Key's)**

**10<sup>th</sup> October 2021 to Till Date**

- Ensuring that all Inventories are performed and recorded.
- Department Handling / Leadership/ Team Building.
- Handling Guest Complaints & Resolve it.
- Liasoning with Local Police, Fire Services, Municipal Corporation & District Administration etc.
- Monitoring cost controls for the facility heads by ensuring optimum utilization of the resources and lowest price.
- Conducting out monthly training for Security and Operations Procedures.
- Investigate the case and resolve alleged & actual theft, Violations of policy and compliance concerns.
- To feel/ Provide Safe and Secure Ambiance to the Guest and Staff Respectively.
- Controlling Loss percentage, Loss prevention and ensuring 24x7 Security Presence.

### **Assistant Manager- Security (Deputy In-Operation)**

**Radisson Blu, Kaushambi, Delhi NCR, Uttar Pradesh (5 Star Deluxe Property with 185 Key's)**

**14<sup>th</sup> February 2019 to 31<sup>st</sup> September 2021**

- Ensuring that all Inventories are performed and recorded.
- Planning yearly departmental budgets.
- Quality checks and economical use by the department.
- Conducting training on various topics.
- To provide a safe & secure environment to the guest.
- Handling guest complaints and resolving them accordingly.
- To ensure/ manage VVIP movement in the Hotel Premises.
- Maintain Law & Order, Crowd control, traffic movement in the Hotel premises.
- Conduct fire training & mock Drill in the presence of Govt. Officials and Agencies.
- Coordinating with all the departments to ensure smooth operations of the over-all hotel.

### **Assistant Manager- Security (Deputy In-Operation)**

**Radisson Blu Tower, Kaushambi, Delhi NCR, Uttar Pradesh (5 Star Property with 165 Key's)**

**From Pre-Opening**

- Monitoring and controlling Inventory of supplies.
- Conduct the meeting of Train the trainer.
- Observed to all operation and all departments with access control.
- Maintain time office completely.
- Maintain Record, Registers, Key's, SOP's and follow-up to our colleagues timely.
- To perform being a Corona warriors during National lock-down pandemic crisis after Occupancy of Corona Patients.
- Liaison with local police & other govt. Official.
- Check CCTV footage on daily basis.
- Briefing to Security personnel's on daily basis according to occupancy.
- Conducting training on various topics i.e. Access Control, frisking, HHMD, DFMD, WIRELESS SET, - Traffic management, Time Office work, Disaster, Fire, Mock drill and emergency meetings etc.

## **Security Officer**

**The Leela Palace, New Delhi, (5 star luxurious Property with 254 Key's)  
Asia's Second Best city Hotel, (04<sup>th</sup> January 2018 to 31<sup>st</sup> January 2019)  
Diplomatic Enclave, Africa Avenue, Chanakyapuri, New Delhi**

- Briefing to Security personnel's on daily basis.
- Observations & check CCTV footage on Regular basis.
- To manage VVIP movement & VVIP contingency plan.
- Delights Arrival & Departure to Foreigners delegates.
- Rotational duties maintain Record: - Security time office, valet procedures, staff gate procedures etc. Patrolling on daily Basis & report to Head of Department/ Reporting Manager.

## **Former Sub. Inspector/ Post Warden**

**Worked with Delhi Police On the behalf of Civil Defence (Ministry of Home Affairs)  
Govt. Of India ( 15 July 2009 to 31<sup>st</sup> December 2016)  
Office of the District Magistrate Revenue, District- North-East, Delhi**

- Commendable work Lok Sabah Election 2014.
- P.S.O. to Sub Divisional Magistrate Govt. of Delhi.
- Security & Safety In-charge Fifa World Cup under-2017 Delhi.
- Security & Safety In-charge- International Trade Promotion Organization (Trade Fair).
- Ceremony Support assistant during Common Wealth Games Federation 2010 Jawaharlal Lal Nehru Stadium, Govt. of Delhi.
- Traffic Management, Interactions of Public Leaders.
- VVIP Duties, Official Secret Operations.
- Investigations, Preventions of Criminal Activities, Criminal Procedures, Official Drafting etc.

## **Nature of Service as Glimpse**

### **Administration**

- Member of Crisis Management Team (CMT).
- Co-ordination & Liaison with Local Police & Other Govt. Departments.
- Well versed to the security Budget.
- Maintaining all related records of materials in an effective manner and according to company policies. Maintaining record of all activities within the department.
- Coordination with Decamp on fire alarm activation & inform Dept. Head and Safety officer.
- To manage VVIP movement in the Hotel premises.
- Conduct daily random staff car-Parking, Guest parking & Checking of Luggage.
- To make weekly Departmental Duty Roaster with shift wise accordingly.
- Weekly Evaluation & Assessment on Departmental Basis.

### **Quality Training**

- To provide a safe and secure environment along with efficient service to the guest.
- Handling guest complaints and resolving them accordingly.
- Interviewing and selecting the best qualified candidates as per the position, ensuring that proper training programs are being conducted.

- Conducting departmental meetings and training time to time.
- Identifying tracing needs and planning training programs to ensure quality work.
- To provide patrolling, checking of Buildings & Surroundings Parameters.
- Resourceful and a Team Player with good interpersonal written & Communication Skills.
- To improve Security operational procedures ensure compliance with internal controls, security policies and guidelines.
- Manage Un-desirable behaviour in a professional manner, Intervene and defuse potential attractions.
- Always be pro-active & take prompt necessary action against bad elements.

## Standards

- Implementing & Monitoring Company policies, Standards & Procedures.
- Daily Inspection of All Areas for safe & secure Environment to Guest as per the Hotel Standards.
- Ensuring all Environmental norms is being followed.
- Check CCTV Footage on Regular Basis.
- Maintain Law & Order, Protocol norms is being followed.
- Investigate the case according to the Hotel policies & assured to initiate action against the culprits.
- Observation spirit and Investigative nature.

## Achievements

- Appreciation Letter for **Safe & Secure Environment during National Lockdown Pandemic Crisis-2020.**
- **BRAVO** letter for **tracing uninvited guest** during function in **Radisson Blu, Kaushambi Delhi NCR.**
- **BRAVO** letter for **traced guest's Items during function** in **Radisson Blu, Kaushambi Delhi NCR.**
- **BRAVO** letter for **Administration and Crowd Control** in **Radisson Blu, Kaushambi Delhi NCR.**
- **Saved lives of 32 children's** during **Child Labour Rescue operation** on the Behalf of District Magistrate,-Shahada, Delhi.
- Participated in various quiz competition and many bravo certificate provided for exemplary work done in security Department.

## Certificates

- Certificate in **Disaster Management** from **IGNOU.**
- Certificate in **Communication on Wireless Set.**
- Certificate in **Disaster Preparedness from Ministry of Home Affairs** (Govt. of India).
- Certificate in **Disaster Management** from Deputy Commissioner (Revenue) Office- (Govt. of Delhi).

## Technical Qualification (Security )

- To Operate **Fire Panel** System.
- To Operate **Baggage Scanner Machine** and **ETD Machine.**
- To Operate **CCTV System.**
- To Operate **Bollards and Boom Barrier.**
- To Operate **Elevators and Escalators.**
- To Operate **UVSS, LPR, DIC, FRS, RFID.**
- To Operate **Master Key's and Access Cards.**
- To Operate **Walky talky/ Wireless set.**
- To Operate **HHMD & DFMD.**

## Other Activities at a Glance

- Trained to **First-Aid**.
- **NCC 'C'** Certificate holder with Rajpath (Parade Commander) During Republic Day Parade 2010, New Delhi.
- **Parade Commander** during Independence Day Parade 2016 At Commissionerate Office, New Delhi.
- Conducted **Fire Mock Drill** and Fire **Trainings**.

## Personal Qualities/ Skills

- Problem Solving Skills.
- Business Development Strategies.
- Interpersonal Communication Skills.
- Time Management, Observer, Instructor.
- Leadership, Crowd control and Command Control.
- To Create a new good and successful ideas.
- Good Driving Skills
- Adjust our self-according to Situation.

## Personal Details

Father's Name	:	Mr. Naseem Akhtar
Date of Birth	:	5 <sup>th</sup> June, 1989
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Passport No.	:	U7890390
Hobbies	:	Getting a Current Knowledge, Swimming
Languages Known	:	English, Hindi & Urdu

## Declaration

I hereby declare that statements made above are true, complete and correct to the best of my Knowledge and Belief.

Date:-.....

Place:-.....

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**Mr. Faizan Malik**

Energetic and Passionate Security Professional

[Faizanmalik881@gmail.com](mailto:Faizanmalik881@gmail.com)

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