

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,
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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)

10th 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)

14th February 2019 to 31st 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, WIRELSS 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, (04th January 2018 to 31st 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 31st 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 th 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
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9250106770