

**DEEPAK**

**ABA**

**MANE.**

Date of Birth: 30th October 1978.

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Personal Details :

Qualification # S.S.C. - 1994 Atomic.Energy Central School, Anushakti Nagar.  
# H.S.C. - 1996 Atomic Energy Junior College , Anushakti Nagar.  
# B.COM. - 1999 Acharya College Chembur.

Computer Proficiency

\* Operating System : # MS - Dos, Windows.Tally  
\* Application : # MsOffice (Word, Excel, PowerPoint)

Additional Courses

: # Completed the Basic Offshore Safety Officer Course from Yak Institute of Management Pvt Ltd.  
# Completed the Course on Fire Safety ,Emergency Preparedness Medical Emergencies & Electronic Security Systems from Usha Fire Safety Equipments Pvt Ltd.  
# First Aid Industrial Training & Health from St.John Ambulance Association ( India) certified in Yr 2011.

Languages Known

: English, Hindi & Marathi.

Fire Experience

: # Well known advance knowledge of Fire Equipments and system  
# Known very well various security systems and procedures pertaining to Industrial,Commercial & Hospitality Operations.

Experience :

Currently Working with ZEN CHEMICALS PVT LTD as an **SAFETY AND WAREHOUSE MANAGER** Fom Mar 2018 to till date.  
# Worked with ADHIRAJ CONSTRUCTIONS PVT as an **FACILITY MANAGER** Fom Jan 2013 to Feb 2018  
# Worked with PURANIKS BUILDERS as an **ESTATE OFFICER** Fom Jan 2010 to Dec 2012 .

# Worked With PVR CINEMAS JUHU as an  
**ASSITANT SECURITY MANAGER** Jan 2006 to Dec 2009.

# Worked with Taj Residency Ummed Ahemdabad  
(Gujrat) as **SECURITY OFFICER** From May1999 to JAN 2006 .

**Administration Experience** : # Habitual to tactful dealing of visitors , business Associates & Govt Associates.  
# Handling related administrative functions.

**Other Interests (Hobbies)** : Photography & Interacting People , Traveling .

**Sports** : Athletic, Cricket and Hockey.

**Strength** : Believes in Smart Working and Positive Approach.

**PLACE : M U M B A I**

**IN DETAILS**

Working with **ZEN CEMICALS PVT LTD** at **Dombivili** As an **Safety and Warehouse Manager**  
From **MAR 2018** to till date .

- Plan,Coordinate and manage the daily operations of the warehouse. Ensure efficient receipt GRN, storage of raw materials and dispatch of products.Preparation of DC challan NRG,RG Challan,log books as per items.
- Dispensing of Raw materials as per FIFO basis
- Maintain high level of inventory accuracy count and reconciliations
- Implement and maintain warehouse best practice to optimize productivity and efficiency.
- Monitor stock level and control to minimize discrepancies.
- Preparing Adhesive ,Non Adhesive label ,QR code labels,PL for the final dispatch of products
- Ensure compliance with all regulatory requirement and industrial standard.
- Utilization of warehouse management system WMS.Storing of Hazardous and Nonhazardous Materials as per Chemical Compatibility chart.
- Make E way bill,Gst Job work Portal file submission in 4A and 5B for the goods send or received
- Preparation of MIS report Monthly /weekly
- Review quotes and technical offers from suppliers. Ensuring the new vendors documents as per audits
- Fully conversant with fire and life safety emergency procedures.
- Ensure all the security systems function smoothly immediate corrective action when detected.
- Maintain record in respective log books with respect to FDA,WHO,DISH,Vendor Audit .
- Coordinate with various department and government agencies MIDC,KAMA,DISH,MSEB,ISO etc on routine matter emergencies.
- Preparing work permits for the Hot work,Height works,TBT,JSA,Electrical Isolation,Confined space etc
- Monitoring online OCEM with respect to offline disposable effluent.,SCRUBBER system.
- Monitor Renewal of Annual Maintenance contracts for various utilities and renewal of it.
- Imparting the trainings,Mock drills to all staff and workers and preparing for emergencies
- Investigate,resolve,compliance, issues and create report for management.
- Preparation of various report -Audit report, Hazop,Safety Audit,Occupational report for the management.

- Knowledge of all hazards,MSDS and safety threats.

Worked with **ADHIRAJ CONSTRUCTIONS PVT LTD** at Kharghar As an **Facility Manager**  
From Jan 2013 to FEB 2018 .

- Plan and manage facility central services such as reception, security, cleaning, catering, Drivers,waste , disposal And parking implement best practice processes to increase efficiency  
Capable of managing all facilities efficiently – Well-versed with project management activities, time management and team leadership.
- Develop and implement a Facility management program including preventative maintenance and life cycle requirements.
  - Reviews and/or revises programs in the assigned area of responsibility to ensure compliance of operations with laws, regulations, policies, plans, and procedures.
- Pre Inspection of Flats to be handover preparing for the snag List. Getting completed with the core team.
- Handing over the Flats to the clients with issuing the Parking letters, Bond Letters etc completing the other formalities
- Making the Payment Sheet with the OT structures of office boys,gardners,pantry boys,drivers etc.
- Forecast and prepare yearly budgets for Facility upkeep and maintenance. Review and revisit budgets monthly to explain variance. Making recommendations for capital expenditures.
- Preparation of Various DEBIT NOTE / SLA / BILLINGS / SOP'S / WORK ORDERS With BOQ / PO/Vendor Agreement compliance / Non Compliance .
- Handle entire property maintenance i.e. Electrical, Plumbing, Pest Control, Mechanical, General facility management etc.
- Maintaining, Supervising and Planning with Safety / Security of Man and Material for Hot & Cold Works. Proactively managing contractors across multiple sites.With the Proper PPE's to labors / to prevent any Loss / Injury / Accidents .
- Independently handle, supervise and have command over Caterers, Transporters, Garden, Security, Telephones & Contract laborers.
- Plan, co-ordinate and supervise preventive maintenance check for key utilities viz. D.G.Sets other utilities.
- Maintaining, supervising and planning the movements of inventories in the administrative stores.
- Maintenance of Company Assets list – Movable / Non Movable Material / Stock Inventory/ Material Movement.
- Maintenance of All Equipment's with Vendor AMC / CHECKLIST/Preventive Maintenance  
Maintenance of Security Systems/ Fire Protection Systems. Define & impart training on safety practices & security systems.
- Liaoning with Govt. authorities like Municipal Corporations, MPCB, Electricity Board, etc whenever required.
- Controlling all maintenance and facilities spend in line with budgeted levels
- Coordinating and facilitating set up of communication meetings, special events, exhibition and seminars.
- Coordination with Clients for the Revenue generation to the Company for promoting them doing promotional activity at the Club House and other locations.
- Maintain cooperation and positive relations with staff, contractors, public officials, and the general public.

- Surprise checks / Cross checks , to be done for the following task completion with the Time Frame.
- Participate in the development of budget requests and the monitoring of expenditures according to budget allocations/appropriations, and recommends and/or initiates cost saving measures.
- Managing Administrative Activities Involving Purchase Of Equipment's, Maintenance Of Procurement, Housekeeping, Safety, Security, Induction, etc
- Tracked fleet movements and made efficiency recommendations. Monitored fuel costs and identified cost saving measures.
- Documented fleet repair history and determined when replacements were necessary. Evaluated fleet inspection reports. Addressed immediate maintenance needs. Documented vehicle maintenance dates and details of repairs or upgrades performed.

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**Worked with PURANIKS BUILDERS at Thane As an Estate Officer  
From Jan 2010 to Dec 2012.**

- Good efficiency and knowledge in employing best business practices to ensure that the services and processes supporting the organization go on smoothly.
- Planned strategy to ensure efficient management of assets – Managed, maintained and supported the reliability of the systems, equipment, properties and assets in the facility.
- Well Handling to Facility Management / Property Management / Real Estate and Infrastructure development
- Developed standard operating procedures for Staff, Convergence Staff etc. Responsible for maintaining estate health and safety policies.
- Directed all activities relating to contracted facility services, including but not limited to technical reviews, materials, equipment and product requisitions.
- Prior Handling condition in the Emergencies: Fire Fighting / Fire Drill / Medicals Emergencies.
- Incident / Accident and Offence Reporting. Lost & Found, Material, Inventory Report - Maintain on Records. Surprise audit / Cross - Checking in restricted areas.
- Maintaining Good Rapport with the Local Police, Fire Brigade & Hospital Authorities.
- Briefing of Convergence Staff in the Sub. of : Duty /Grooming/ Ethics / SOP'S / ISO / ISMS / Assets / Fire Safety
- Prepare Daily Security Reports, MIS Reports and PAN India Reports.
- Premises security ( control on the movement of Personnel / Vehicles / Security & Material) Gate Security / Gate Pass Monitoring / Checking /Guarding & Patrolling.
- Maintained vehicle specifications and oversaw fleet operations. Evaluated drivers and performed background checks.
- Make route recommendations designed to safely improve efficiency.
- Monitoring and Observing Control on Movements of Access control and Material Movements.
- Monitoring of Parking Area and Traffic Control Management.
- Monitoring and Maintained of all Electronic Security Systems and Keys Management.
- Handling and Observing movements of Visitors, Customer's,Outsources Contractor's and Vendor's
- Personnel Implementation / Monitoring & good control on the Maintenance / Housekeeping / BMS / Security department.
- Responsible for Formulation of ,policies, SOPs and manuals to make security a process driven operation

- Ensure of company property Risk management and loss prevention against theft & damages.
- Responsible for providing training on various safety subjects. Conduct Audits & inspection & develop action plan for corrective & preventive measures.

### KNOWLEDGE OF ASSETS AND SYSTEMS

RODIENT \* MOTION DETECTOR'S \* VMS \* DMFD \* CCTV / DVR \* LIFT/ELEVATOR'S \* D.G. A.C's.  
BOIMETRIX ATTENDANCE, ACCESS CONTROL \* FIRE DETECTION ADDRESSABLE PANEL \* MCP \* HOOTER  
Handling for All type of Electronic Security Systems and all type of Portable & Fix Fire Fighting system

Monitoring for All type of AMC works : (Comprehensive – Non Comprehensive AMC Work)

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Worked with **PVR CINEMAS at Andheri Mumbai** As an **Assistant Security Manager**  
From Jan 2006 to Dec 2009.

- Co-ordinates functions and activities with other department heads as assigned. Establishes and
  - maintains effective customer/employee relation. Enhancing the different functions
  - Premiers of Movies, etc. Develops formal training plans and co-ordinating
  - job-sessions such as Fire Bomb Threat Evacuation Drills, Blackout Drills for
  - all employees of Cinema.
  - Willing to work in a team environment with a total hand on approach, to ensure safe
  - and smooth operations at all times.
  - Maintaining the Audit Report PAN INDIA which consistently securing more that 93% in all Quarterly year.  
Is directly responsible for the safety, security of all, fire preventive measures, and actions.
  - Ensures proper maintenance of all Fire Safety and Security equipments .Prepare preventive  
Maintenance Schedules and ensure adherence. Prepares monthly reports, Incident report and  
any other report pertaining to the Security department.  
Training to security personnel and staff. Commissioning of CCTV, fire panel and fire fighting system.
  - To monitor VIP movements and to ensure proper crowd management during their visits.
  - Maintains and enforces the Security to control the movement during the movie, intervals and end of  
show and to ensure proper crowd management. To ensure correct handling of customers in line  
with the policies and procedures lay down and all complaints are dealt with properly. In addition,  
to ensure proper lost and found procedures are adhered to.
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Worked at **HOTEL TAJ RESIDENCY UMEED Ahmedabad** as an **SECURITY OFFICER**

From May 1999 to Jan 2006.

- # Taking Briefing of Security Gaurds / Security Supervisors.
- # Making Good hospitality of all guest.
- # Looking after the Guest Complaints.
- # Having Good Co – ordinations With the nearest Police Stations & A.C.P
- # Monitoring off all Fire Equipments & Fire Panels.
- # Making the summery reports of Access Control Systems & CC TV.# Making cross checking of
- # Contractors, staff ,their movements, work etc. Making the Summery Reports of staff Lockers Checking.

Establishes and maintains the record systems to include but not limited to

- Inward/Outward Register
  - Outsourced/On roll staff attendance.
  - Staff entry/exit Register
  - Visitors entry/exit Register
  - Contractor's entry/exit Register
  - Night Report Register
  - Returnable/Non-returnable Stores Register
  - Key control Register .
  - Waste Monitoring /Garbage Movement register
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- Controls over-time duties of staff in the form of compensatory offs. Efficient and optimum utilization of staff by rostering them effectively. Ensures code of conduct and grooming.
  - Have strict control on cash handling, revenue drop report and ensure there is no pilferage of money
  - Control of CCTV system to the extent of monitoring, arranging, maintenance upgradation, downloading data
  - For incident monitoring and filing of it
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- Induction in respect of Security Dept for new joiners.
  - Training to security personnel and staff. Commissioning of CCTV, fire panel and fire fighting system.
  - To monitor VIP movements and to ensure proper crowd management during their visits.
  - To perform any other duties as assigned by the management from time to time.
  - Work towards making the Company a successful brand and in all ways to act honestly, diligently, justly and truthfully, and ensure adherence to the policies & procedures, goals and mission of the Company

Your's Faithfully

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(Deepak.A.Mane)