

RESUME



Maj Jitendra Gautam
Greater Noida (NCR)

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VISION

Leverage approx 15 years of rich Army and Corporate experience to significantly contribute in the field of Security, Operations, HRM, Administration, Risk & compliance by adopting and blending into the culture and micro-environment of the organization, so as to achieve robust business growth and consistent value creation for all the stakeholders.

COMPETENCIES, SKILLS AND STRENGTHS

HRM & Administration	Operations Management	Training & Development
Security & Vigilance	Risk Analysis & Cost Reduction	Facility Management
Liaison & Networking	Motivation & Team Building	Planning & Execution
Supply Chain & Logistics Management	Crisis Management & Emergency Response	

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

. Dynamic and seasoned Army Officer with approx 15 years of extensive military and corporate experience encompassing Human Resource Management, Administration, Security, Training and leadership in various challenging environments and situations in India.

. Focused on loss prevention, risk analysis, threat assessment, security, law enforcement, fire fighting, workplace safety, information, contingency/crisis planning.

- . Commanded fighting troops and established intelligence network in field and operational conditions.
- . Adept at people management, maintaining healthy employee relations and handling grievances creating an amicable and transparent environment.
- . Resourceful at maintaining effective liaison with Govt Depts, Police and other civil agencies.
- . Event organizing abilities thus maintaining discipline, cleanliness, financial accounting and visits/inspections.

CAREER PROFILE AND ACHIEVEMENTS

Jul 2021 – Till date

Manager (Security & Administration)

- . Working with Hindalco Industries (Aditya Birla Group) as Manager Security & Administration at Utkal Alumina International Ltd, Odisha.

Jan 2014 – Apr 2021

Indian Army (Major)

Company Commander/Officer Commanding (Human Resource Management, Military Operations, Security & Administration) Infantry Combat Units (J&K, West Bengal, Assam & Arunachal Pradesh)

- . Trained, motivated and lead 250 soldiers in challenging & dangerous counter insurgency/terrorism environment to meet exacting standards in test exercises validating new strategies ensuring zero loss of life contributing towards organizational goals.
- . Implemented HRD policies, service rules & novel welfare schemes to maximize output and employee satisfaction.
- . Planned, implemented predictive and preventive maintenance practices to ensure entire stock of available equipment and war stores are safe and operationally fit for war situations at all times.
- . Coordinated joint operations against Anti National Elements with own team, Police, premiere national intelligence agencies and maintained liaison with Govt administration.
- . Established, coordinated & led intelligence team network in challenging & dangerous counter insurgency/terrorism environment.
- . Ensured security of Vital points/areas/installations & VIP's along with the important transportation routes.
- . Performed as a motivator, chief guest & counselor in insurgency affected areas thus meeting and attending civil functions/events as a part of Operation Sadbhawna for local masses thus encouraging the youth and other towards positive attitude and good work.

Adjutant (Manager HR/Security/Administration) Infantry Combat Unit (J&K, West Bengal, Assam & Arunachal Pradesh)

- . Enforced high standards of military discipline through implementation of military orders.
- . Planned, coordinated and supervised all events of Infantry Battalion comprising strength of 900 personnel.
- . Prevented loss of life and military war stores through foolproof security arrangements with periodic reviews.
- . Implemented welfare policies for 900 soldiers and families raising morale and satisfaction levels.
- . Successfully conduct visit of high-level military officials and political dignitaries ensuring foolproof security measures like route/area sanitization, close protection etc.

Quarter Master & Mechanical Transport Officer (Manager Logistics, Supply Chain Management & Transport) Infantry Combat Unit (J&K, West Bengal, Assam & Arunachal Pradesh)

- . Planned, procured, organized & coordinated supply chain management & logistics operations for 900 fighting troops ensuring uninterrupted supplies of rations, clothing, fuel, equipment and effectively managed inventories in challenging rough terrain, High Altitude Area & dangerous counter insurgency/terrorism environment.
- . Ensured all time road worthiness of fleet of more than 50 specialized vehicles with zero accident rates and minimized wastage of fuel by proper accounting procedures.
- . Anticipated, planned, arranged specialized railway rakes, passenger and goods bogies for mobilization of combat troops by rail (planning & forecasting).
- . Planning and execution of fire fighting for fire prevention measures including training of personnel on combating fire hazards.
- . Improved ambience of the locality through beautification drives, landscaping and plantation thus impacting the ecology.
- . Monitor functioning of various appointments responsible for upkeep, repairs, maintenance of all types of accommodation, hygiene, sanitation, cleanliness in the unit area and the quality of the food served in various unit Messes.

Jul 2006 – Mar 2013

Branch Manager/Assistant Manager/Sales officer/Relationship Manager in Corporate Houses)

- . Monitored the branch sales targets, conceptualized & implemented competent strategies in coordination with the branch and the sales team with a view to penetrate new accounts and expand existing ones for a wide range of financial products & services.
- . Provided advisory services to corporate & high net-worth customers on funds management while maintaining relationship with Key Accounts.

- . Supervised Key Areas including Business Channel Development, Team Development, Cost Management and Revenue Generation.
- . Handled administration & operations. Led motivated and mentored the team to accomplish the set targets in sync with the organizational objectives.
- . Ensured that the finances of the branch are under control and the branch adheres to the Know Your Customer (KYC) and Anti-Money Laundering (AML) norms at all time.
- . Follow up on new leads and referrals to generate business.
- . Achieve sales targets and providing Customer service. Relationship Management for a Portfolio of customers. Managing Operations like A/c opening, Fixed Deposit, Lockers, Gold Loans.
- . To plan and implement aggressive sales and marketing strategies to achieve objectives of the profit center in a highly competitive and dynamic business environment.

PROFESSIONAL EXPERIENCE

- . Working with Hindalco Industries (Aditya Birla Group) as Manager Security & Administration since Jul 2021
- . Served with Indian Army (Infantry) as Major from Feb 2014 to Apr 2021.
- . Worked with IIFL (India Info line finance Ltd) in Meerut as a Branch Manager from Sep 2012 to Mar 2013.
- . Worked with HDFC Bank Ltd. in New Delhi as an Assistant Manager in Branch Banking & Retail Liabilities from Aug 2011 to Aug 2012.
- . Worked with ICICI Bank Ltd. in Kanpur as a Branch sales officer in Branch Banking & Retail Liabilities from Jan 2010 to July 2011.
- . Worked with India Info Line Ltd. (Securities) as a Relationship Manager in Nasik from Jul 2006 to Dec 2009.

EDUCATIONAL QUALIFICATION

Post-Graduation Degree in:

- . MA in English Literature from Kanpur University in 2011.
- . Executive MBA in Human Resource Management from EILM Sikkim University in 2010.

Graduation Degree in:

- . B. Com from University of Pune, Maharashtra in 2008.

PERSONAL DOSSER

Father: Col BM Gautam (Ex Indian Army Officer)

Mother: Smt Kamlesh Gautam (Homemaker)

Religion: Hinduism

Marital Status: Married

Languages Known: English & Hindi

REFERENCES

. Available upon request

I hereby declare that the information furnished above is correct and true to the best of my knowledge and belief.

Name: Jitendra Gautam

Rank: Maj