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28

Profile

A seasoned security manager with 28 years of army service, specializing in HR administration, project management, vendor and account management, exchange automation and programming, information security, and peripheral security. Demonstrated expertise in leading teams, managing complex projects, and ensuring operational excellence.

Skills

HR Administration and Management

Project Management

Vendor Management

Account Management

Exchange Automation and Programming Management

Information Security Management

Peripheral Security Management

Education

Mhow
Diploma in Electronics and Telecommunications Engineering
Military College of Telecommunication Engineering

Delhi
Diploma in Communication Engineering Fundamentals
IGNOU

Delhi
Certificate in Basic Course In Tactics, Security & Vigilance
IGNOU

Delhi
Associate Degree in Communication Networking & Management
IGNOU

Professional Experience

2017 – 2024
Delhi
Manager
Govt of India

- Developed and enforced comprehensive information security policies and procedures to safeguard classified and sensitive military data.
- Utilized advanced encryption techniques and access control measures to prevent unauthorized access and data breaches.
- Conducted regular training sessions for personnel on best practices for information security and data protection.
- Performed thorough security audits to evaluate the effectiveness of existing security measures and identify potential vulnerabilities.
- Conducted risk assessments to determine the likelihood and impact of various security threats, and developed mitigation strategies accordingly.
- Prepared detailed reports on audit findings and risk assessment results, and presented recommendations for improving security posture to senior leadership.

2012 – 2017

Assistant Manager

Govt of India

- Oversaw the implementation and maintenance of security protocols for all peripheral devices, including computers, mobile devices, and network equipment.
- Ensured that all devices were equipped with the latest security updates and antivirus software to mitigate potential threats.
- Monitored network activity to detect and respond to any suspicious behavior or security incidents promptly.
- Streamlined communication processes, resulting in faster and more reliable connectivity across various military units.
- Designed and conducted comprehensive training programs for personnel on the use of new automation tools and techniques for military telephone exchanges.

2008 – 2012

Team Lead

Govt of India

- Developed and implemented automation solutions for military telephone exchanges, significantly reducing manual intervention and operational errors.
- Enhanced the overall efficiency of the exchange system, allowing for quicker response times and improved coordination during critical operations.
- Oversaw the programming and maintenance of military telephone exchange systems, ensuring they were always up-to-date with the latest software and security patches.
- Conducted regular system checks and performance evaluations to identify and resolve any issues promptly.
- Coordinated with technical teams to implement upgrades and enhancements, ensuring the exchange systems operated at peak efficiency.
- Provided hands-on training sessions and created detailed instructional materials to ensure staff could effectively utilize the new systems.
- Continuously updated training programs to incorporate the latest advancements in exchange automation technology, ensuring personnel remained proficient and knowledgeable.

2000 – 2008

Senior HR Executive

Govt of India

- Directed the HR operations for a military unit comprising hundreds of personnel, ensuring all HR functions were executed efficiently.
- Organized and facilitated training programs to enhance the skills and competencies of military personnel, ensuring they were well-prepared for their roles.
- Implemented performance management systems to evaluate and improve individual and team performance, providing feedback and development plans.
- Created comprehensive HR policies and procedures tailored to the unique needs of the military environment.
- Ensured all HR practices adhered to military regulations and standards, maintaining strict compliance.
- Regularly reviewed and updated policies to reflect changes in military regulations and best practices.
- Communicated policies effectively to all personnel, ensuring understanding and adherence.
- Acted as the primary point of contact for employee relations issues, addressing concerns and resolving conflicts promptly and fairly.
- Fostered a positive and inclusive work environment by promoting open communication and mutual respect among personnel.
- Implemented initiatives to boost morale and engagement, such as team-building activities and recognition programs.
- Provided support and guidance to personnel on various HR-related matters, ensuring their well-being and satisfaction.

1996 – 2000

System Administrator

Govt of India

- Responsible for installing, configuring, and maintaining the Army's WAN infrastructure, including routers, switches, and firewalls.
- Continuously monitor network performance to ensure high availability and reliability of the WAN. Utilize network monitoring tools to detect and resolve issues proactively.
- Diagnose and troubleshoot network problems, ensuring minimal downtime and maintaining operational efficiency. Implement solutions to prevent recurrence of issues.
- Regularly update and patch network software to protect against vulnerabilities and ensure compliance with security standards.
- Oversee the maintenance and upgrade of network hardware, ensuring all components are functioning optimally.
- Implement and manage backup and recovery procedures to safeguard critical data and ensure business continuity in case of system failures.
- Manage user accounts and permissions, ensuring only authorized personnel have access to the network. Implement multi-factor authentication and other security measures to protect sensitive information.
- Develop and enforce security protocols to protect the network from cyber threats. Conduct regular security audits and vulnerability assessments to identify and mitigate risks.
- Lead the response to security incidents, coordinating with cybersecurity teams to contain and remediate threats. Document incidents and implement measures to prevent future occurrences.
- Analyze network performance data to identify areas for improvement. Implement optimization techniques to enhance network speed, reliability, and efficiency.
- Plan for future network capacity needs, ensuring the WAN can support the growing demands of the Army's operations. Recommend and implement upgrades as necessary.
- Maintain detailed documentation of network configurations, procedures, and changes. Ensure all documentation is up-to-date and accessible to relevant personnel.
- Generate regular reports on network performance, security incidents, and maintenance activities. Present findings to senior leadership and recommend actions to improve network operations.

Awards

2022

Commendation

Chief Of Integrated Defense Staff

Received a commendation for outstanding performance in managing security operations and demonstrating strong proficency in information security.

2014

Commendation

Army Commander

Awarded a commendation for automating military exchange operations, which significantly improved system efficiency expedited response time during critical operations.