# VIPENDRA SINGH

**Indian Navy Veteran**



## EXPERTISE SKILLS

- Resource Management
- Effective communication skill
- Coordination / Liaison & Critical thinking
- Training & Development
- Good Communication Skills
- Team Leader Fire & Safety
- Management Disaster Management

## EDUCATIONAL CRENDENTAILS

- 10th passed from State Board Of Rajasthan In 1993.
- Equivalent graduation from Indian Navy (MOD) 2015.

## PREFERABLE QUALIFICATIONS

- Security Training Certificate (Indian Navy)
- Seamanship course, INS Vendurathy, Kochi, (Kerala)
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- Submarine Qualifying Course At Visakhapatnam (AP)
- Leading Seaman Part I & 2 Course, INS Satavahana, Vizag(AP) Petty Officer
- Course, INS Satvahana Vizag(AP) Leadership course, INS Agrani Coimbatore (TN)
- Diploma in fire & industrial safety (RIFS)
- Security Officer Course (CGR)

## NAVY GALLANTRY AWARD

- 9 Years Long Service And Good Conduct Medal
- 20 Years Long Service And Good Conduct Medal

## PERSONAL DETAILS


- **Date of Birth: 08 -Oct- 1978**
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- **Address:**
- **H .No.F-2, PLOT NO.-23, 9TH**
- **BALAJI VIHAR NIWARU LINK**
- **ROAD, GOVINDPURAJAIPUR,**
- **RAJASTHAN- 302012**


## CAREER OBJECTIVE

To actualize self objective based on abilities, achievements and contributions in a highly growth-oriented organization that values the attitude, commitment and growth of its Staff and Management.

## PROFILE

- Sincere and Diligent Professional with an Experience of 20 Years Administration & Operation, Security-Vigilance, Disaster & fire fighting Management On board various Indian Naval ships, Submarines & Shore Establishments.
- Creative Problem Solver, Able to think logically and Pay Close Attention to details.Good Communicator, Proficient at Gathering Requirements/Customizing Solutions as Per Need.
- Thrive In a Deadline Intensive Environment, Multi-Task, Perform Under Pressure and Meet Deadlines. Goal-Oriented, Systematic planner with a big-Picture Perspective.
- Steered The Facility Management Functions And Negotiated with Service Providers For Cost-Effective Solutions to Ensure Effective & Seamless Operations

## EXPERIENCE

- Having 20 years of Experience as a Seaman (ASW Division) handling of Small Arms, explosives or electricity and also have great knowledge in Fire Management, maintenance, small boat operations, navigation, and supervising all personnel assigned to a ship's deck force or shore unit.
- Headed the department for more than 15 years in various Administrative capacities as an Administrative/Personal Manager, Fire safety &, Section In – charge, Security/Maintenance/ Training Chief and was fully responsible for overall Management of the Seaman Department in Indian Navy on board various Ships/Submarines and establishments.
- Excellent Planner and coordinator among various Naval and civil agencies to execute work projects for conducting events. An effective communicator with interpersonal relationship skills.
- Proficient in improving security systems, safety measures and resolving security problems.
- Emulating a high standard of discipline among the staff in the department as well as in the organization.
- Experienced planner at General /Oil store.
- Specialized in handling various types of equipment/Machinery.
- Anti-Sabotage checks for Dignitaries & Security vulnerable Areas/ Points. Fire Fighting and First Aid
- Experience in fault finding on electrical / hydraulic/Pneumatically operated equipment on mounting and independently carrying out repairs of systems
- Anti-Sabotage checks for Dignitaries & Security vulnerable Areas/ Points. ·
- Fire Fighting and First Aid.
- Experience in fault finding on electrical / hydraulic mechanically operate equipment on mounting and independently carrying out repairs of hydraulic systems.

## ADMINISTRATIVE

- Capable of handling a large office cons i s ting of 1 5 0 staff grouped into 0 3 to 0 4 independently functioning section.
- Carried out the duties as Section in charge in the Indian N a v y on boa rd various ships / submarines and establishments.
- Controlling and monitoring the soc i a l and personal behavior of subordinates in the organization, channelizing human energy towards goal achievement using the power of motivation and the available sources for the best results.
- Basic knowledge of computers for smooth office work

## LIAISON / CO-ORDINATION

- Efficiently coordinating with various departments for the finalization of deliveries as per service levels . Ensuring internal cohesion in the organization by maintaining a clear communications network between the various levels .

## CRISIS AND DISASTER MANAGEMENT

- Coordinating with the organization response to a crisis / emergency (fire , floods and accident) in an effective , timely manner , disaster / emergency management programs .
- Handling the maintenance function involving scheduling of preventive, corrective & shutdown maintenance to maximize availability and reliability of machinery and equipment.

## POST RETIREMENT DUTIES ASSIGNED

**SMS HOSPITAL**

Security Supervisor (Rajasthan Ex - servicemen Corporation) , Jaipur , Rajasthan.

**Rajasthan Excise Department**

Served as a security supervisor . (Rajasthan Ex - servicemen corporation) , Jaipur, Rajasthan.

**Shyam Dhani Industries Pvt Ltd**.

- CCTV Control Room Monitor
- Security Officer - Vigilance
- Fire and safety officer
- Estate manager & Machinery Maintenance in charge
- Member of the audit team.

**Delhi Public School**

- Security and Vigilance Officer
- CCTV Control Room Monitor

**Back Office IT Solutions Pvt Ltd. Jaipur (NAV INDIA) - (June 2024 - Present)**
Security Officer - Admin

## LANGUAGE KNOWN

- Hindi, English

## LICENCE AUTHORITY

- Driving License (LMV)