Ashutosh Sharma
Phone: 9420762794
Email: ashutosh15117@gmail.com

Professional Summary

Highly disciplined and dependable Security and Administrative professional with over 20 years of experience in the Indian Navy, including key roles in security oversight, access control, personnel discipline, and campus safety operations. Proven expertise in managing security protocols in large, campus-style environments with 24/7 vigilance. Skilled in team supervision, emergency preparedness, surveillance systems, and incident management. Brings a strong leadership ethos and military precision, well-suited to maintaining a safe and orderly environment in academic institutions like LNMIIT Jaipur.

Core Competencies

- Campus & Perimeter Security Management
- Access Control & Visitor Management
- Security SOP Implementation
- Personnel & Duty Roster Supervision
- Emergency Response Planning
- Surveillance & Monitoring Systems
- Physical Security Assessments
- Discipline Enforcement & Incident Reporting
- Facility Patrol Coordination
- Liaison with Police & Local Authorities

Professional Experience

Indian Navy
Senior Security & Administrative Manager
Feb 2005 – Feb 2025 | India

Key Responsibilities:

- Supervised security operations across large naval campuses and residential zones, covering 500+ personnel, families, and critical infrastructure.
- Ensured round-the-clock access control, gate management, and patrol routines, maintaining the integrity and safety of the premises.
- Developed and implemented security standard operating procedures (SOPs) including emergency evacuation, lockdown protocols, and intrusion response.
- Coordinated surveillance activities using CCTV and manual patrol units to monitor sensitive zones.
- Conducted regular training drills for emergency response, fire safety, and first aid.
- Maintained discipline and order among residents and personnel, managing complaints, conflict resolution, and behavioral interventions.
- Liaised with local police, fire, and emergency agencies for joint coordination and reporting.

Key Achievements:

- Successfully managed secure housing and operational zones without a single breach or critical incident across multiple postings.
- Spearheaded the modernization of gate security and patrol protocols, improving response times and overall campus safety.
- Ensured swift crisis response and preventive vigilance.
- Trained junior personnel in basic security drills and campus protection, building a strong second line of command.

Education

Post Graduate Diploma in Business Management (Operations)
Narsee Monjee Institute of Management Studies

Bachelor of Science in Aeronautics (Avionics)
Cochin University of Science and Technology

Diploma in Electronics Engineering
Naval Institute of Aeronautical Technology

Certifications

- **Emergency Preparedness & Safety Training**
- **Business Administration**
  Indian Institute of Management (IIM), Shillong
- **Military Management**
- **Military Leadership**

Technical Proficiencies

- Microsoft Office Suite (Word, Excel, PowerPoint)
- SAP MM / Similar ERP Tools
- Facility & Operations Dashboards
- SOP Design & Implementation

Awards & Commendations

- **Commendation –** ***Flag Officer Commanding-in-Chief, Western Naval Command***
- **Appreciation –** ***Flag Officer Naval Aviation***

Additional Information

- Strong experience managing residential and institutional campuses
- Skilled in planning, team coordination, and resource optimization
- Fluent in English and Hindi
- Open to relocation to Jaipur or nearby areas