

Rishikesh Chandan

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PERSONAL STATEMENT

An enthusiastic, ambitious and professional individual who has a proven track record of achieving results in highly competitive environment. I have considerable experience in **Operations, Business development and Administration** of various companies and can enhance the performance of any business by maintaining outstanding relationship with clients and drive overall revenue growth. Right now I am looking for a suitable position with Industries that is renowned for hiring exceptional people and for giving those unparalleled opportunities to build their careers and capabilities.

CAREER SUMMARY

- ☞ A dynamic professional with over **12 years** of rich experience in **Security, Skills & Education, Service, Agriculture and Dairy Industries** as an **Operation, Business Development and Admin** with key focus on top line profitability while ensuring optimal utilization of resources.
- ☞ Working with **Jumboo Security Services, Lucknow** since **19 Feb 2021**, As a **Manager - HR & Operation**.
- ☞ Worked as a Manager – Manager-Project with Sankalp Agro, Ambala Cantt from 1 Nov 2016 - 17 Feb 2021.
- ☞ Worked as a Manager – Project (BD & Ops.)-Skills with Innovision Limited (Security Services), Gurgaon from 24 Aug 2016 - 31 Oct 2016.
- ☞ Worked as an Asst. Manager – Project (BD & Ops.)-Skills with Innovision Limited (Security Services), Gurgaon from 1st April 2016- 23Aug2016.
- ☞ Worked as a Sr. Executive (Sr. Project Coordinator) - BD & Operation with Innovision Limited (Security Services), Gurgaon from 1st May 2015 – 30th March 2016.
- ☞ Worked as a HR & Skills – Executive with Innovision Limited (Security Services), Gurgaon from 1st Sep 2013 – 30th April 2015.
- ☞ Worked as an Admin Associate with Innovision Limited (Security Services), Gurgaon from 11th Feb 2013 – 30th Aug 2013.
- ☞ Worked as an Assistant- Admin & Business Development with Coatings & Chemicals, Ambala Cantt from 2009-2013.
- ☞ To hold a responsible and challenging position that will allow me to express my abilities, skills and sense of dedication towards my duties with a sole aim of contributing towards the progress of the organization & personal growth.

Expertise

Strategy Planning
Team leader & Builder
Operations Management
Relationship Management
MIS and Records Management
Talent Builder

Business Development
Vendor Management
Cost Control
Recruitment & Trainings
Target & Goal Oriented
Quality control Management

Liaising & Coordination
Tender & Bid Management
Revenue Expansion
Skills developments Projects
Auditing
Six Sigma

EMPLOYMENT RECITAL

Jumboo Security Services, Lucknow	Manager-HR & Ops.	Feb2021-Till date
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Preview of Company: The Jumboo Security Services is a leading provider of security services in Uttar Pradesh with diverse solutions across the security spectrum. The portfolio of services includes security design and solutions, fire safety, event security, VIP protection, aviation security, emergency response, and integrated technology solutions providing man-tech solutions.

Role

- ☑ Compilation & processing of attendance data in attendance system.
- ☑ Processing monthly attendance muster for workers, trainees & officers.
- ☑ Maintaining employees' personal files and records, communicating HR policies across the organization at all levels.
- ☑ Identifying & Acquisition of Talent liaising with various agencies ensuring right hire for an opening.
- ☑ Complete PSARA & Labour License documentation and liaison with Police & Home department for verification.
- ☑ Ensure the background verification process is completed for every join as per company guidelines.
- ☑ Handling the operation Team and resolving the issues that subordinates are facing in Operations Process.
- ☑ Responsible for the entire operations related to IFM services for entire North Region
- ☑ Complete PNL responsibility and accountable for the monthly gross operating profits
- ☑ Identifying various ways for optimizing the usage of all Consumables
- ☑ Working on smart technology solutions for various Corporate clients
- ☑ Coordinating with Sales team for various scoping of sites and helping in preparing the best commercials solutions for a win situation.
- ☑ Responsible for building relationship with the key customers and managing them with respect to their Service requirements.

Sankalp Agro, Ambala	Manager-Project	Nov2016-Feb2021
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Preview of Company: Established in the year 2018, is one of India's elite private sector dairy company, Today **Sankalp Agro** is the biggest private dairy in Ambala. Sankalp initially offered some products Milk, Desi Ghee, Cheese and Butter.

Role

- ☑ Responsible for the production, procurement and planning of day-to-day operations
- ☑ Managing and advising on supply chain to ensure minimum production cost
- ☑ Reviewing business forecast, sales reports and financial statements to improve operational efficiency
- ☑ Manpower management, training and development

- ☑ Responsible for purchases
- ☑ Develop strategic plans to achieve company goals.
- ☑ Perform all aspects of polyhouse, anti-insect nethouse installation, including landscaping, irrigation and plant placement.
- ☑ Responsible for native plant maintenance techniques, including pruning, diagnostic and corrective measures of polyhouse, anti-insect nethouse succession.
- ☑ Monitor cost and expenses to assist in budget preparation.
- ☑ Quality control.
- ☑ Production and Shipment.
- ☑ Project management till completion
- ☑ Keep abreast with all organizational changes and business developments.
- ☑ Liaisoning with the Govt. Deptt. And Bank for subsidies and Loan.
- ☑ Experience in Organic farming.

Innovision Limited	Manager- Project (BD & Ops.)	Feb2013-Oct 2016
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Preview of Company: Innovision Limited is a “Comprehensive Manpower Sourcing Company” in the arena of Facility Management and Human Resource Solutions. The Company was established in 2007 by National Capital Territory of Delhi and Haryana. It is an ISO 9001:2008 and ISO 27001:2005 certified company.

Growth Path

Feb 2013- Aug 2013	Admin Associate
Sep 2013-Apr 2015	Executive – HR & Skills
May 2015-Mar 2016	Sr. Executive – Ops. & BD
Apr 2016- Aug 2016	Asst. Manager – Project (BD & Ops.)
Aug 2016-Oct 2016	Manager – Project (BD & Ops.)

Role as a Manager

- ☑ Responsible to procure Central & State government projects for Skill Development with implementation on the ground level.
- ☑ Responsible for liaising with concerned officials at Central & State level. Need to Plan, Implement and execute the project at the ground level.
- ☑ I procured government projects for the company from DDU-GKY (Rajasthan, Andhra Pradesh.), and managing Central & State government projects whereby responsible for planning, implementing, executing & money flow.
- ☑ Handling project collection till their closure.
- ☑ Responsibility includes coordinating with the government agencies & private business partners to achieve the goal.
- ☑ I Implemented the MIS for the company to connect the remote centers to further capitalize on the resources.
- ☑ Handling a team of 50Members PAN India for Business Development & Operations of the project.
- ☑ Handling NSDC (National Skill Development Corporation) program & Project in All Sectors.
- ☑ Handling Govt. Skills development projects.
- ☑ Scheduling training programs under coordination with external trainers.
- ☑ Liaison with the Bank for account opening of candidates.
- ☑ Handling all Audit works.

Coatings & Chemicals, Ambala	Assistant – Admin & BD	Jan2009-Feb 2013
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Preview of Company: Established in the year 1996, Coatings & Chemicals in Industrial Estate Ambala, Ambala is a top player in the category Powder Coating Services in the Ambala. This well-known establishment acts as a one-stop destination servicing customers both local and from other parts of Ambala. Over the course of its journey, this business has established a firm foothold in it is industry.

Role

- ☑ Handling Office Management, Front-Desk Reception, Records Management, Event Management, Database & Stock Administration, Calendaring & Travel Co-ordination.
- ☑ Schedule travel, coordinate with travel agency to obtain the best possible trip and prepare travel expense reports accordingly
- ☑ Plan meetings and conference calls and arrange and manage meeting
- ☑ Initiate purchase requisitions
- ☑ Order office supplies and equipment
- ☑ Maintain files and folders
- ☑ Maintain weekly schedules for employees
- ☑ Handling new business
- ☑ Building and managing strong relationships with customers by paying visits regularly and getting their issues resolved.
- ☑ Achieving sales targets through acquisition of new clients and growing business from existing clients.
- ☑ Generating data in the form of periodical reports.
- ☑ Organizing and hosting presentations and customer visits.

EDUCATION

MBA-Marketing from SHUATS (Formerly Allahabad Agricultural Institute) - Allahabad with 79.65% in 2017.

Graduation from Shridhar University - Pilani, Rajasthan with 71.45% in 2013.

12th from Kisan Inter College, Ghazipur - U.P. Board with 61.5 % in 2007.

10th from Shervani Inter College, Allahabad - U.P. Board with 55% in 2005.

CERTIFICATION COURSE

- ☞ Supply Chain Management from Elearning College in Apr, 2021.
- ☞ Project Management from Elearning College in Jan, 2021.
- ☞ Lean Six Sigma White Belt Certification from Aveta Business Institute, USA in Jan, 2021.
- ☞ Lean Six Sigma Yellow Belt Certification from Anexa Europe, Bangalore in Nov, 2020.
- ☞ Seed production from Indian Agricultural Research Institute (ICAR), Regional Station, Karnal (Hr.) in Mar, 2018.

- ↻ Commercial Dairy Farming from Krishi Vigyan Kendra (Sponsor: ICAR-Indian Agricultural Research Institute-ND), Ambala (Hr.) in Nov, 2017.
 - ↻ Protected Cultivation of High value Vegetables & flowers from Centre of Excellence for Vegetables (An Indo-Israel Project) Department of Horticulture (Hr.) Gharaund, Karnal (Hr.) in Jan, 2017.
 - ↻ Unarmed Security Guard (QP No. – SKS/Q0101) from National Skill Development Corporation-Govt. Of India, New Delhi in Mar 2014.
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TECHNICAL SKILLS

- ↻ Ms Office
 - ↻ Visual Basic 6.0
 - ↻ Ms Excel
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ACHIEVEMENTS

- ↻ Award for Best Performance in skills for the year – 2015 in Innovision Limited.
 - ↻ Enrolled 30,000 students on pan India Level For the PMKVY project.
 - ↻ Started a new Training Center for DDUGKY Project in Guntur (Andhra Pradesh) and Jaipur (Rajasthan) with all SOPs.
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PERSONAL PROFILE

Father's Name : Sh. Bashukee Nath Prasad
Date of Birth : 15thJan1991
Language Known : Hindi, English and Maithili
Marital Status : Married
Nationality : Indian
Gender : Male
Native Place : Darbhanga, Bihar.
Present Address : B-1401, Indira Nagar, Lucknow (U.P.)

Reference- Will be provided as per requirement

I herewith declare that the above information's furnished by me are true, correct and complete to the best of my knowledge.

Date:

Place:

(Rishikesh Chandan)