RAJENDRA SINGH NEGI

Security and Facility Manager (Ex-Serviceman)

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PERSONAL STATEMENT

Ex-Serviceman (Naib Subedar, Indian Army) with 24 years of service in communications, unit administration and security, now working in facility and security management. Experienced in leading teams of up to 40, managing stores and vehicles, access control, fire safety drills and audit-ready records.

WORK EXPERIENCE

Security and Facility Supervisor · *Shivalik Integrated Facility Services Pvt Ltd, Dehradun* — Jun 2025 – Present

- Supervise 28 security guards and 14 housekeeping staff across a 3-building corporate campus with about 1,200 daily visitors.
- Introduced a digital visitor log and shift roster, reducing unattended posts reported in client audits from 9 to 1 a quarter.
- Conduct monthly fire evacuation drills and maintain extinguisher, hydrant and CCTV inspection records for the client's compliance audit.

Naib Subedar (Junior Commissioned Officer) · *Indian Army (Corps of Signals), Various postings including Jammu and Kashmir, Assam and Rajasthan* — Mar 2001 – Mar 2025

- Supervised a team of 40 technicians and operators running radio and network communications for a unit of about 800 personnel.
- Managed technical stores and equipment worth about ₹6 crore with zero discrepancy in 4 annual stock audits.
- Handled unit administration including duty rosters, leave records, vehicle movement and visitor access control at a sensitive location.
- Trained 150+ new soldiers in communication equipment, safety procedures and documentation over 6 years.

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EDUCATION

B.A. in Political Science and Public Administration · *Himgiri Open University (distance mode), Dehradun* — 2014 – 2017
Grade: 61%

Class 12 (Uttarakhand Board) in Arts · *Government Inter College, Pauri, Pauri Garhwal* — 1998 – 2000
Grade: 64%

SKILLS

Security operations · Access control · Fire safety and evacuation drills · CCTV monitoring · Stores and inventory management · Duty roster planning · MS Office · Radio communication

CORE SKILLS

- Team leadership
- Discipline and training
- Crisis handling
- Audit-ready documentation
- Vendor coordination

CERTIFICATIONS

Resettlement course: Industrial Security and Fire Safety Management (DGR-sponsored) · *Directorate General Resettlement* — Nov 2024

Facility Management (short course) · *Recognised training institute* — Feb 2025

LANGUAGES

Garhwali · Native · Hindi · Fluent · English · Professional