**Vikas Kalal**

Mobile: - +919725122084

Email Id: - vikaskalal31@gmail.com

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| **Current Experience:** |

**SECURITY OFFICER: -**

* 21 April 2021 to till now. Working with Amazon seller service Pvt. ltd Ahmedabad

A)Patrolling, securing, and monitoring the premises.

B) finding missing packages to prevent CPT miss.

C) Control operator and CCTV monitoring. D) 32 guards working (Three shift working) one shift. My roll is handling guards. Proper duty turnout

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| **Previous Experience:** |

**SECURITY OFFICER: -**

* 6th August 2015 to 31st March 2018 Working with Security and Intelligence Services (India) Ltd.
* 01st April 2018 to 20 April 2021. Working with G4S Security Services (India) Pvt. Ltd.

Monitoring the CCTV and ensuring it is working well and up to date recording.

Ensuring that visitors are checked before and after entry and are appropriately signed in and out.

Update with colleagues on swopping over shift.

Ensuring the paperwork is kept up to date and accurate records kept.

Patrolling, securing and monitoring the premises.

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| **Previous Experience:** |

**Organization: Muscat Electrical Industries LLC.**

**Duration:**   May 2014 Onwards

**Job Profile:**

Joined this company as Sr. Purchase Officer:

Job Responsibilities:

* Purchasing all the materials from the daily-to-daily requisitions coming from various Departments.
* Negotiating prices with vendors.
* Maintaining Stock level of the standard items.
* Purchasing for MCCB, ELCB, MCB, and INCLOSURE all electrical switchgear items.
* Maintaining all the outgoing and incoming materials in ERP software Tally.
* Coordinating with Finance with all the payment process.
* Maintaining good relationship with Vendors and developing new vendors.
* Cost Conscious and control.
* Preparing purchase Orders.
* Taking inventory of store monthly basis.

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| **Previous Experience:** |

**Organization: Federal Switchgear LTD**

**Duration:**   OCT 2011 To April 2014

**Job Profile:**

Joined this company as Purchase & Store Executive:

Job Responsibilities:

* Purchasing all the materials from the daily-to-daily requisitions coming from various Departments.
* Negotiating prices with vendors.
* Maintaining Stock level of the standard items.
* Purchasing Hardware items like Sheets,Weding Rods, Panel,
* Maintaining all the outgoing and incoming materials in ERP software GEMS.
* Coordinating with Finance with all the payment process.
* Maintaining good relationship with Vendors and developing new vendors.
* Cost Conscious and control.
* Preparing purchase Orders.
* Taking inventory of store weekly basis.

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| **Previous Experience:** |

**Organization: Pollux Softech Pvt. Ltd.**

**Duration:**  March 2009 to March 2010

**Job Profile:**

Joined this company as Network **Engineer.**

**Working:**

* Assembling
* Formatting PC.
* Crimping any one software installation.

**Working Of Server:**

 Mail server, Linux Server, 2003 Server and DNS working, Hardware Management and Network Management.

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| **Education Background** |

* PassedB.A. with 65%
* Passed H.S.C.  with 58%
* Passed S.S.C.  with 51%

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| **Key Strengths** |

* Ethical
* Learning Attitude
* Time Oriented
* Trustworthy and enthusiastic

Hard Working and Sincere with Good Communication & Negotiation Skills, Can Work in a Team and Result Oriented.

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| **IT Skills** |

Certificate Course from “**ECIT**, Ahmedabad.

* A+, N+, MCSE, CCNA
* LINUX, UNIX,
* MS- OFFICE

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| **Hobbies and Activities** |

Music, Cricket, Reading

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| **Personal Information** |

Date of Birth: -     12th Dec.1986

Marital Status: -              Married

Nationality     : -     Indian

Passport No.            -   H3440915

Date of Issue            - 03/09/2010

Date of expiry          - 02/09/2020

Languages known: -       English, Hindi & Gujarati

**Declaration:** I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:  17 Febuary.2022

Place: **Ahmedabad-380051**                                                           (**Vikas Kalal)**