

1. SECURITY & SAFETY OFFICER
2. VIGILANCE OFFICER
3. RECEPTIONIST

Vicky Kumar

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SUMMARY

1. I am join Savita oil technologies Ltd on 07.04.2022. I perform duty as a vigilance officer and assist to duty assistance security officer. I well experience for 2 years with SAP (Systems, Applications & Products in Data Processing) in Savita oil company LTD. The processing of vehicle in out carried of through by SAP system. The scrutiny of all documents such as Qu report, Dispatch certificate, Invoice, E-way bill, Delivery Challan carried by vigilance officer. The company is well equipped with various types of fire extinguisher and I have vast practical knowledge of fire extinguisher such as DCP (09 KG) MF (09LTR) CO2 (4.5 kg), And all work permit etc.

CAREER OBJECTIVE

Looking for a challenging role so that I can use my skills and capabilities through sincere dedication and hard work for successful career.

SKILLS

Communication :-

Safety officers communicate with an organisation's members, either in person, during meetings or through digital correspondence such as email. Working as a safety officer may involve talking to company members about changes to safety policies, potential safety measures they can take, results of safety inspections and information about safety training sessions. Developing your communication skills can increase your ability to communicate with your team or supervisors properly, which may help improve their overall health and safety.

Attention to detail :-

A safety officer's primary duty is to ensure a safe environment for those working at a particular organisation. One way you can do this is by performing safety inspections of the facilities. When you conduct inspections, attention to detail can help you find potential hazards and may allow you to notice minor differences you can bring to the attention of the relevant person, which can help improve safety. Improving your attention to detail may also help you compile safety reports or check legal compliance.

Safety knowledge :-

Part of your role as a safety officer may be to create health and safety policies. You can also perform inspections or lead training sessions. Understanding the key techniques and best practices used in your industry to create a safe workplace may improve your policy design and allow you to provide your colleagues with this knowledge.

- Leadership :-** When working as a safety officer, your responsibilities may include observing and enforcing safety regulations at a particular organisation. This may involve meeting with team members, motivating them to follow safety standards and providing incentives to practise proper safety protocols. Strengthening your leadership abilities may help you encourage other people to perform tasks that increase workplace safety.
- Computers :-** Another role of a safety officer may be to compile reports about safety procedures and inspection results. They can also create presentations for meetings about safety policy changes or modifications. You can use computer programs to perform these tasks and record any information about your safety officer duties. Consider listing specific computer programs on your resume to demonstrate your expertise to an employer.
- Training and education :-** Sometimes, you may lead a training session about safety procedures or educate team members about best policy practices. Successful training programs can result in more people following company safety standards. Improving your teaching ability may help you instruct team members during these sessions, which can help raise awareness of possible risks, safety points and safety procedures.
- Legal knowledge :-** Your duties as a safety officer may include ensuring that an organisation's policies and procedures meet the legal requirements for your area. Understanding these requirements can help you develop safety policies and perform inspections. Listing legal knowledge on your resume can show your employer that you know about the local safety regulations, which may increase your chances of getting hired.

EXPERIENCE

Apr-2022 - Till Today

Vigilance officer

Savita oil technologies Ltd

- 1.All safety & fire equipment data record.
- 2.Man & material in out from main gate all data processing.
- 3.Checking complete paper of all vehicles
- 4.To make daily reports 0800Hrs. To next day 0800 Hrs. (Full plant report).
- 5.All RGP (Returnlevel gate pass) Gate pass record.
- 6.All worker & projects worker Man power record.
- 7.All SAP(Systems, Applications & Products in Data Processing) System record.

EDUCATION

Degree/Course	Percentage/CGPA	Year of Passing
10th Bhola Singh High school, purushottam pur muz. , BSEB	62.4 %	2019
12th L.N.T. College Muzaffarpur Bihar , BSEB	54.4 %	2021

1.)BS-CIT, 2.)BS-CLS, 3.)BS-CSS (Computer Course)	83 %	2019
KPY (kaushal yuva program) , BSDM		
Smart Commerce Computer course	70 %	2021
APLL(Asian Pacific learning leverage Pvt Limited) , Bangalore		
ADIS (Advance diploma in industrial safety)	Pass	2022
Green World Management Consultant & Training Institute , New Delhi		
BBSM (Behaviour based safety management)	Pass	2022
Green World Management Consultant Training Institute , New Delhi		
First Aid at Work safety	Pass	2022
Green World Management Consultant Training Institute , New Delhi		
BBSM (Hazardous Waste Operations and Emergency Response Management)	Pass	2022
Green World Management Consultant Training Institute , New Delhi		
Essentials fire safety principles	Pass	2022
Green World Management Consultant Training Institute , New Delhi		
MOC (Management of change in process safety)	Pass	2022
Green World Management Consultant & training institute) , New Delhi		

ACHIEVEMENTS

Safety Week 2023 1st prize won for making safety poster from Savita Oil Technologies Ltd.

STRENGTHS

1. Creativity, 2. Originality
3. Open-mindedness
4. Detail-oriented
5. Curiosity
6. Flexibility
6. Versatility

AREAS OF INTERESTS

Traveling, Photography

HOBBIES

smart ways how to do any work, how to do any difficult task easily, Cricket, Football

PERSONAL DETAILS

Address	Vedant Residency, Govt school, behind Naroli, Naroli, Dadra and Nagar Haveli and Daman and Diu 396235, India Silvassa, Dadra and nagar haveli, 396230
Date of Birth	18/02/2001
Gender	Male
Nationality	India
Marital Status	Single
Languages Known	English, Hindi

DECLARATION

I hereby declare that information given above is correct and true.



Vicky Kumar