

Retired Senior Non-Commissioned Officer (Indian Army – Corps of Engineers)

Administration | Operations | Safety & Security | Disaster Management | Institutional Leadership

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## PROFESSIONAL SUMMARY

A disciplined and dedicated professional with more than 26 years of distinguished service in the Indian Army, followed by extensive experience in educational institutions, industrial establishments, safety management, residential campus administration, and operational leadership.

Throughout his career, he has demonstrated strong capabilities in administration, safety and security management, disaster preparedness, institutional operations, personnel welfare, facility management, and team leadership. His military background, combined with post-retirement leadership assignments, has provided valuable exposure to diverse operational environments requiring integrity, professionalism, sound judgment, and effective decision-making.

He is recognized for his commitment to organizational excellence, people management, regulatory compliance, and maintaining safe, secure, and productive working environments.

## CORE COMPETENCIES

- Administration & Operations Management
- Safety & Security Management
- Fire Prevention & Emergency Response
- Disaster Management & Rescue Operations
- Institutional & Campus Administration
- Factory & Plant Operations
- Estate & Facility Management
- Occupational Health & Safety (OHS)
- Risk Assessment & Crisis Management
- Logistics & Transport Coordination
- Government Liaison & Compliance
- Team Leadership & Staff Development
- Hostel & Student Welfare Administration
- Security Surveillance & Access Control
- Training, Coaching & Capacity Building

## EDUCATIONAL QUALIFICATIONS

- Bachelor of Science (B.Sc.)
- Post Graduate Qualification in Computing Science

## PROFESSIONAL & TECHNICAL QUALIFICATIONS

- Diploma in Civil & Mechanical Engineering – College of Military Engineering (CME), Pune
- Bachelor of Physical Education – Army School of Physical Training, Pune

- Diploma in Sports Management – Army Sports Authority & SAI NIS, Patiala
- Diploma in IT & Hardware Networking Engineering
- Diploma in International Safety Management (Level 7)
- Diploma in Fire Safety & Protection Systems
- Diploma in Disaster Management & Rescue Operations
- Diploma in Road Safety & Driver Coaching Management
- Diploma in Yoga, Aerobics & Physical Fitness Coaching
- Certified in First Aid, CPR, AED & Emergency Response

## PROFESSIONAL EXPERIENCE

### Indian Army – Corps of Engineers

#### **Senior Non-Commissioned Officer 1990 – 2016**

- Served the Indian Armed Forces with dedication and distinction for over 26 years.
- Performed operational, engineering, administrative, technical, and communication responsibilities.
- Participated in joint-service operations and specialized military assignments.
- Managed sensitive and mission-critical responsibilities requiring discipline and confidentiality.
- Worked in diverse environments demanding teamwork, leadership, and operational excellence.

### International Exposure

#### **United Nations Peacekeeping and International Assignments**

- Somalia
- Sudan
- Uganda
- Australia
- Israel

#### **Joint Training & Operational Exposure**

- Thailand
- Laos
- Vietnam
- Myanmar

### Vidya Mandir Society

(Birla Boys School, Birla Girls School & J.D. Birla Institute)

#### **Senior Chief Safety & Security Administrator**

- Led campus safety, security, and emergency preparedness functions.
- Managed institutional safety protocols and operational coordination.
- Worked closely with government authorities regarding compliance and statutory requirements.
- Supported the successful conduct of institutional and public events.

### Indian Maritime University (Marine Engineering Research Institute)

#### **Safety & Rescue Training Faculty**

- Conducted training in maritime safety, rescue, and survival techniques.
- Delivered practical and classroom-based emergency preparedness programs.
- Guided trainees in safety awareness and emergency response procedures.

NSDC | NSIC | MSME | PMKVY Institutions

### **Master Trainer & Senior Guest Faculty**

Delivered professional training programs in:

- Fire Safety Management
- Disaster Management
- First Aid & CPR
- Road Safety
- Security Management
- Rescue Operations
- Physical Fitness & Wellness

Kushal Bharat Group

### **Senior Chief Safety & Security Officer 2022 – 2023**

- Supervised industrial safety and security operations.
- Assisted in compliance management and workforce coordination.
- Supported implementation of operational safety procedures and standards.

Suravi Chemical India Pvt. Ltd.

### **Senior Manager – Factory & Plant Operations August 2023 – August 2024**

- Managed plant operations and workplace safety initiatives.
- Ensured compliance with industrial safety regulations.
- Coordinated safety systems and operational procedures for plant activities.

Paramita Group of Schools, Telangana

### **Chief Hostel In-Charge September 2024 – September 2025**

- Administered residential facilities for students.
- Ensured student welfare, discipline, safety, and overall well-being.
- Coordinated day-to-day hostel and residential operations.

Sukrithi Global International Day Boarding Residential School

### **Chief Hostel Administrator September 2024 – March 2025**

- Managed hostel administration and operational activities.
- Oversaw safety, security, and fire prevention systems.
- Coordinated extracurricular and sports-related activities.

## Father LeBlond Day Boarding Residential School, Darjeeling

### **Estate Manager & Head of Sports**

**April 2026 – Present**

- Responsible for estate administration and operational management.
- Oversees sports, recreational activities, and campus facilities.
- Supports institutional development through efficient administration and coordination.

### ADDITIONAL PROFESSIONAL ASSIGNMENTS

- General Manager – Administration & Operations, Acolyte Technologies Pvt. Ltd.
- Chief Administration Manager, Kalyanam Karoti Eye Institute & Hospital, Mathura
- Chief Hostel In-Charge, Sukrithi Global Residential School, Visakhapatnam
- Estate Manager, Father LeBlond Residential School, Darjeeling

### LANGUAGES

Fluent in:

- English
- Hindi
- Bengali
- Punjabi
- Gujarati
- Assamese
- Odia

### PERSONAL STRENGTHS

- Leadership and Team Building
- Integrity and Professional Ethics
- Sound Decision-Making Ability
- Crisis and Emergency Management
- Adaptability and Resilience
- Strong Communication Skills
- Organizational and Administrative Excellence
- Commitment to Service and Discipline

### ADDITIONAL INFORMATION

- International Passport Holder
- Physically Fit and Active
- Available for National and International Assignments
- Open to Leadership Roles in Administration, Operations, Safety, Security, Education, Industrial Management, and Institutional Development

### CAREER OBJECTIVE

To contribute my experience, leadership, and professional expertise to a progressive organization where operational excellence, safety, discipline, integrity, and effective administration are valued. I seek opportunities to support organizational growth through dedicated service, people-centered leadership, and efficient management practices.

**SANJIB BISWAS**

Retired Senior Non-Commissioned Officer  
Indian Army – Corps of Engineers

Date: 05 June 2026