

S. Chidhambara Thanu

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Nehru Nagar, Polichalur

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Summary:

Highly knowledgeable, skilled, and Experienced Administrative Person with 35 years of experience in streamlining operations, driving process improvements, and delivering cost savings, Physical Security Management, Environmental Health & Safety Management system, implementation of strategic security programs that provides operational excellence. Training & Course Development: Delivering Training, designing & writing courses, and directing enterprise initiatives.

Highlights:

- Managed & coordinated multiple daily office Operation, prepared cost analysis, and completed detailed report to ensure data accuracy.
- Excellent Knowledge on effective Physical security measures & Management.
- Excellent Assessment Skills (RISK & JSA): Safety, Security, Housekeeping & Industrial Hygiene.
- Information Security Program
- Site Designs & Site-specific Implementing procedures
- Crisis Response & and its Preparedness action Plan
- Emergency Mock Drills & Rescue Operations
- Burglary & Theft Investigation

- Design & Delivery of Trainings: Expert in Security Operation & Industrial Safety.
- Sound knowledge on assess the training needs, & Module design & development
- Counter-Espionage Program.
- Knowledge on maintaining all Statutory Registers & Records.
- Under Cover/Covert Operations
- Investigations & Intelligence Gathering.
- Compliance standards & Statutory Requirements
- Work permit systems and its Rescue operations.
- Developed and implemented new policies and procedures to improve administrative operations.

Awards, Attainments & Certificates:

- 🏆 Professional Training Course **“Assignment of Supervision & Security Management”** – at New Delhi – G4S.
- 🏆 **“Recent Trends in Security Management”** – IISM, Chennai
- 🏆 **“Safety Appreciation Award”** from **“National Safety Council of India”**.
- 🏆 **“The Paul J. Norris Award & Premier Award”** for Zero Recordable/Incident/Accident-Free Days & Team work.
- 🏆 Certificate of Conformance from **“NSF International Strategic Registration - US”** for the **effective implementation of EHS Management** system within the facility operation.
- 🏆 Conducted 750+ Trainings, facility audits & inspections & trained 2000+ contractors & employees.
- 🏆 Developed the implementing procedure on Contractor Safety Orientation Program, implemented successfully on all customer site with highly appreciable by clients.

Employment Profile:

I. Administrative Executive – M/s. Rishap Intermediates Pvt. Ltd.,

**August 1991 – July 1997
Pondicherry**

- Taking care of overall Building maintenance, House Keeping, Security Operation, Inventory Management.
- Prepared overall security plans and managed security operations of organization, including assignments and staffing.
- Liaison with all Government Authorities...
- Coordinating necessary support services to effectively manage client site to meet or exceed financial and operational goals and provide quality customer service.

II. Security Operations Manager – G4S India Ltd

**August 1997 – Oct 2001
Chennai**

Handling Adyar Branch operational function with a niche group of more than 200 clients in the IT, Automobile Sector as well as in the Manufacturing sector with a turnover of 1.2 crores billing per month.

- Facilitated recruitment events and coordinated new associate orientations, training, and scheduling.
- Developed 10+ process and procedure documents, allowing all soft group personnel's to perform their tasks in a consistent, repeatable manner at customer work spot.
- Created a 100% repeatable methodology for administering performance assessments for new hire trainees at all customer sites.
- Participated in four site openings as a Corporate Trainer; led and developed teams of 20 and successfully trained over 1,800 associates.
- Developed and implemented security protocols, policies and procedures, and conducted ongoing audits to ensure compliance at different types of Business sectors and Industries.
- Designed and implemented site-specific security strategies, including state-of-the-art systems, such as alarms, CCTV and access control systems at different industrial sectors.
- Developed awareness, training and compliance programs covering OSHA, municipal codes, safety, inventory control, fire suppressor systems, lighting, HVAC, and emergency evacuation.
- Assisted with different customers in undertaking various tasks in accordance with the 'Mandatory Requirements
- Of the Security Policy Framework Document, including undertaking; Security surveys, Security Risk Assessments, drafting relevant Policies and Procedures and compiling Security Reports.
- Assisted with different customers in implementing security as a core business function to be adopted by the whole office, keeping physical security measures under constant review to ensure they are adequate to meet current threats to business, evaluate changes, showing advantages and disadvantages, costs etc.
- Resources are appropriately and efficiently allocated to key areas of work in different types of customer sites and that priorities are always covered adequately.
- All physical security to all on site customers is delivered within G4S as well as Customers corporate security policy.

III. Head - Security & Incident Commander
Ford India Private Limited
(As the Service Provider from G4S)

Nov 2001 – October 2005
Chennai – M.M. Nagar

- Implemented tracking and accountability controls to ensure follow through of all processing requirements and aligned technical training drastically improving retention 100%
- Built relationships with the team across all levels and acted as a conduit of collaboration between front of house and back of house.
- Contributed to the development of the site team; managed and measured the success of the training process, collaborated with site leaders on all training activities, and provided in the moment coaching, action plans, and performance management for associates.
- Oversees and provides the direction for major security related projects and physical security technologies including but not limited to; various card key access systems alarm systems video surveillance systems security services IT and data security systems and various other related systems
- Participate and provide leadership on various committee's councils and process improvement teams acting in an advisory capacity
- Interprets security laws regulations and contract requirements; directs subordinates in enforcing compliance; and maintains relationships with law enforcement regulatory agencies and other issuers of security requirements
- Designed established and maintained an organization structure and staffing to effectively accomplish goals and objectives; recruited employed trains supervised and evaluated staff
- Created and monitored the security department budget and annual long range Facilities Improvement budget planning cycle
- Observed security conditions, conduct ongoing analysis of data received from both external and internal sources, and advice administration on appropriate risk mitigation strategies.

IV. TT Electronics
Head – Administration & Safety

Nov 2005 – April 2009
Chennai

Promoted during 4 Years tenure with TT Electronics, taking care the responsibilities of Facility Administration as well as Industrial Safety and supervising a team of four administrative Professionals.

Results:

- Developed efficiency-enhancing workflow/process improvements that made it possible to accommodate increasing responsibilities of necessitated by Staff reductions.
- Decreased office Expenditures 15% by implementing need controls on Stock/supplies and standardizing ordering procedures.
- Supporting to HR at the time of settlement with Trade Unions by the way to developed two 12/3 settlements.
- Introduced the Safe work Permit system, site specific implementing procedures with respect to Industrial Safety & Administration.

V. GCP Applied Technologies (I) Pvt Ltd
Sr. Officer - EHS & Administration

May 2009 – Sept 2018
Chennai

US Based MNC manufacturing Construction Chemicals located at Poonamallee, Chennai - Taking care of entire administrative functions of the facility (Office as well as Plant) and EHS Progress of facility.

Results:

- Oversaw evaluation of **vendor tools and services**, which resulted in reduced costs (better yet, a specific number here – **3% reduction in costs.**)
- Provided exceptional support to managers and co-workers that increased overall efficiency by 30%.
- Coordinated team events and town hall activities at the best yet economical locations - saved expenses by 40%.
- Planned and coordinated numerous Organized and conducted various Employee engagement events like **Safety Standup Day, National Safety Day, World Environmental day & Employees Family Day**, Conducting Cricket, in which involving all employees including contract employees with the event of Skit Show, Safety Proverb Competition, Team Emergency Mock drills, Safety poster drawing competitions resulted, everybody in the plant standing in the same platform of Team work.
- As **QEMR**, successfully completed the new version of **QMS & EMS – ISO 9001 & 14001** Audit.

VI. ISF Industries (I) Pvt Ltd
Manager - Administration & EHS

Dec 2018 – April 2024
Chennai

Leading bi-national company having manufacturing facilities in India & Sri Lanka and provides 'End to End' process engineering solutions for Dairy & Coconut industries by designing and manufacturing high quality processing equipment, installing and commissioning.

- Overseeing Daily Operations & Staff Management
- Policy & procedure Implementations
- Workflow Optimization
- Budget Management
- EHS Implementations & Monitoring
- CSR Projects

Education:

- 📚 Bachelor of Science from Madurai Kamarajar University
- 📚 Bachelor of Education from Annamalai University

IT Skills:

- 📚 Working knowledge of MS Office (Word, Excel & PPT Presentation) and proficient in the use of internet.
- 📚 SAP

Personnel Details:

Date of Birth : 4th April 1967

Present & Permanent Address : 13/166, Bharathiyar 2nd Cross Street, Nehru Nagar,
Polichalur, Chennai – 600 074.

Languages Known : English & Tamil

Date:

Place: Chennai – 600 074