

SOUYADIPTA MAJUMDAR

Fire & Safety Officer in JONES LANG LA SALLE INC (JLL Inc.)

(M) 9674947838/9073337290

Profile Summary:

- I introduce myself as a proficiently skilled individual involved in **renovation project work and maintenance of an International Commercial Property (viz., South City Mall) in Kolkata** with **3.8** years of experience in **Fire Safety domain** as a **Fire & Safety Officer**.
- I have additional work experience of **4.2 years in Admin Operations, Personnel Management/HR, Operations, Purchase and Vendor Management**. Total work experience of **8** years.
- **Searching for a position and profile related to Administration operations which may include project coordination, utility services, facility management, BMS, Fire Safety.**

Work Proficiency

- Administration Operations
- BMS Facility & MEP
- Project Implementation
- Client Relations
- Purchase/Vendor Management
- Reports & Analysis
- Audits(Fire-EHS-CSR)
- Personnel Management
- Statutory Codes
- Training-Capacity Buildup
- HIRA-JSA
- Evacuation Drills

Present Professional Engagement

JONES LANG LA SALLE INC

23rd Mar 2017-Present

Fire & Safety Officer –Project Maintenance/Execution

- Posted at **South City Projects Kolkata** as **Fire & Safety Officer**.
- That includes involvement in **Administration, MEP, Fire & Safety Assessment** of installed **Fire Protection & Detection Systems** at the **South City Mall and International School premises**.
- Conduct periodic **Fire Safety Audit** and **Inspection** with **Gap Identification** on **Fire Safety Prevention and Protection** systems and recommend measures on rectification as per **statutory standards and codes**.
- Preparation of **Indents or Requisitions** for material and service procurements with **MMR** on **System Maintenance** for **budget & inventory** assessment.
- **Client Handling** and **Effective communication** management and **SLA** and **SOP** execution.
- **Conduct Mock Fire and Safety Evacuation Drills** at **SCM, SCIS** and for **Retail units**.
- **Provide periodic training** on use of all **Fire Safety Equipments, SCBA, PPEs TBT**.
- **Work permit system** for work at **Height, Excavation, Lifting, Construction site etc.**
- **Partially associated** with **EHS** measures pertaining to **Water Treatment Plant and Sewage Treatment Plant**.

Previous Engagements

- **Associate Auditor - Project Management Consultation (Environment/ Fire Safety-Audits / CSR)** at **Indian Institute of Social Welfare and Business Management** from **3rd Feb 2015** to **21st Mar 2017**.
- **Associate Admin & Counseling Officer** at **Institute of Engineering and Management** from **6th Dec 2013** to **31st May 2014**.
- **Nodal Compliance Officer Operations and Distribution** at **Kalpataru Group** from **6th June 2013** to **30th Nov 2013**.

- **Associate-in Admin Services** at **Genius Consultants Pvt. Ltd for TCS** from **4th Mar 2013** to **2nd May 2013**.
- **Admin Officer** at **Ramel Industries Ltd** from **10th Mar 2010** to **28th Feb 2013**.

Skills Include

- Adaptability
- Conflict Resolution
- Decision Making
- Effective communicator
- Leadership
- Capacity/Competency building
- Proficient Coordinator
- Personnel Management
- Time Management
- Team Player
- Motivator

Certifications & Educational Details

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|--|------|
| • Advanced Diploma in Fire Management from IISWBM under WBSCTVESD | 2015 |
| • Institution of Occupational Safety and Health-(IOSH) Managing Safely | 2014 |
| • Chartered Institute of Environmental Health-(CIEH) Principles of Fire Safety | 2014 |
| • Chartered Institute of Environmental Health-(CIEH) Principles of Risk Assessment | 2014 |
| • MBA in HR/Marketing from IEM under WBUT | 2008 |
| • Graduation in Science-B.Sc. Biotechnology from B.U | 2004 |

Technical Proficiency

I have sufficient expertise of working in a computerized environment and have proficient knowledge in:

Operating Systems: Windows-7, Vista, XP, 2000, Ubuntu, King soft.

Application Soft Ware used: Oracle 6, Lotus Notes, MS-Outlook, Ultimatix.Net (GUI), MSO (Word, Excel, PPT) Office Org/ ODS, WPS.

Present Achievements

- Introduced and executed 5S format of standardization at work site.
- Implemented safe system of work by introduction of Work Permit System and LOTO.
- Overlooked installing of Flow switches and NRVs for all the sprinkler risers.
- Supervised installing of MVWS system for our in house Gas Bank as per statutory compliance and code at South City Projects.
- Involve in successful inspection of sites to retain and maintain safety compliance as far as applicable and compliable.
- Maintain necessary compliance of EHS requirements in respect to Air/Water pollution standards of SPCB.
- Successfully organize periodic Fire Safety Training, Evacuation Drills, Rescue training for various clients and associated stakeholders.

Personal Details

Date Of Birth	18.01.1983
Sex	Male
Nationality	Indian
Marital Status	Married
Languages known	Assamese, Bengali, English, Hindi, Kannada (beginner)
Passport	Retained
Notice Period	30 Days
Address:	Dev Radha Apartments, 1804 Garia Place, Kolkata-700084
Email:	smajumdar18jan@gmail.com/soumyadipta,sd@gmail.com

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Soumyadipta Majumdar