

CURRICULUM VITAE

AMIT KUMAR SINGH

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CAREER OBJECTIVE

To secure a responsible position in Project and Operations Management where I can utilize my 12+ years of experience in ELV Systems, Vendor Management, and Security & Surveillance to contribute to organizational growth.

PROFESSIONAL SUMMARY

Seasoned professional with **12+ years in Project & Vendor Management, ELV Project, Security & Surveillance Systems, Operations, and Facility Administration. Skilled in executing large-scale nationwide** projects with strict compliance and cost control. Proven expertise in vendor optimization, client relations, and delivering complex deployments on time and within budget.

Company: Vensysco Infra Pvt. Ltd, Noida (Aug-2024 to Till Now)

Profile: Assistant General Manager (Operations)

Responsibilities-

- Timely review meeting with team and provide solution for available issues and monitoring daily basis
- Implement processes as per project requirements and conduct timely review meetings.
- Allocate and manage vendors according to specific project needs.
- Handle vendor payment management, ensuring timely processing and coordination.
- 400+ SITC (Supply, Installation, Testing & Commissioning) surveillance sites across pan-India and billing as per BOQ.
- SOP & KRA generations and implementation as per requirement for the internal team and vendors.
- CCTV online configuration and live monitoring for PAN India examination centers.

Company: Vidhya Management Services Pvt. Ltd, Noida (Apr- 2023 to Aug-24)

Profile: Project Manager (Operations)

- Responsibilities-Vendor Management, Hospitality & Logistics Coordination
- Multi-site Project Handling with effective resource allocation and strong team leadership
- End-to-End Project Execution, ensuring timely delivery, quality control, and compliance
- Process Optimization & Cost Reduction through efficient planning and vendor optimization

Company: Innovatiview India Pvt. Ltd, Noida (Mar-2020 to Apr- 2023)

Profile: Project Coordinator (Operations).

Responsibilities-

- Managing team of 50 to 150 for all type of requirement and technical support under examination project for PAN India.
- Build positive and productive relationships with clients for business growth

- Understand client needs and customize existing business programs to meet their needs
- Maintain existing clients and generate new clients to achieve revenue goals
- Ensure that client requests are handled timely and accurately.
- CCTV online configuration and live monitoring for PAN India examination centers.
- Maintain up-to-date knowledge about company products and services
- Client, Vendor, Team & Project Management

Company: Vantage Security Solution, Noida (Apr-2019 to Jan-2020)
Profile: Project Engineer (Technical & Operations)

Responsibilities-

In this PWD Project I have managed constituency Sadarbazsar, Chandani Chowk for target of approx. 4000 NOS IP cameras out of 1.4 Lac cameras.

- Managing team for all type of requirement and technical support.
- Stock arranging or storing and managing as per requirement.
- Various type of big project had attended under this company for Havel's & Astral Pipe
- Client, Vendor, Team & Project Management

Company: AnG India Limited, Kolkata & Patna (June-2012 to Apr-19)
Profile: Ass. Service Manager (Operation)

Responsibilities-

- To guide the team in the installation, configuration, and commissioning for **Access Control systems, CCTV systems, Fire Alarm systems, PA systems, Boom Barriers, and BMS systems.**
- To arranging training & Support to team for installation and configuring surveillance system
- Pre & Post Sales Support and demonstration to the client
- To managing team for providing services for 800 plus SITC Sites
- Client Management, Vendor Management & Team Management etc.

Company: Smart Chip Limited, Noida (May-2011 to June -2012)
Profile: Senior Technical Support Engineer (Technical & Operations) for UIDAI (Aadhar Card)

Responsibilities-

- Team Lead for technical assistance under UIDAI Project
- Timely Meetings for lead generation and mobile VAN arrangement for
- Daily basis data submission and uploading on server after taking from every stations.
- Managed a team of 20 enrolment centers.

SPECIAL ACHIVEMENT

- **High-value project management:** Successfully delivered multiple PAN-India projects with a combined budget up to ₹100 Crores, ensuring on-time execution, cost optimization, and compliance with security protocols.

- **Fast-tracked promotions:** Elevated to Senior Technical Support Executive within one month at Smart Chip Limited (UIDAI Project) and advanced to Assistant Service Manager (State Level – Bihar) within two years at AnG India Limited, showcasing rapid career growth and proven leadership.
- **Team leadership excellence:** Directed and motivated cross-functional teams of up to 150 members, achieving seamless stakeholder coordination and 100% project delivery within defined timelines.
- **Vendor & client success:** Strengthened vendor performance and client satisfaction across government, education, and corporate sectors, securing repeat business and long-term partnerships.
- **Career progression from ground to leadership:** Advanced from entry-level technical roles to AGM/GM-level positions, consistently demonstrating resilience, strategic execution, and operational excellence.

TECHNICAL QUALIFICATION

- Certification course in Computer Hardware & Networking (JCHNE) From Jet king.
- Six months' computer course DCA in MS office
- Certification by Sify Technologies Limited as Technical Support

ACADEMIC QUALIFICATION

- Pursuing MBA (Operations) from Symbiosis University
- Graduation in BA with Philosophy from CCS, University

KEY SKILLS

Project & Vendor Management, Procurement, Budgeting & Logistics, Client Relationship Management, Surveillance Monitoring & Security Solutions, ELV Projects (CCTV, Access Control, Fire Alarm, PA, BMS, etc.), Pre & Post Sales Support, Administration & Facilities Management, Team Leadership, Multi-site Project Execution & Resource Planning, Training & Development, Process Implementation & Compliance etc.

PERSONAL DETAILS

- **Date of Birth:** 27th September 1989
- **Marital Status** – Single
- **Nationality** - Indian
- **Languages Known:** Hindi, English, Bengali, Bhojpuri
- **Hobbies:** Working on computers, internet surfing, and traveling
- **Strengths:** Quick learner, resilient and hardworking, natural team leader with a strong commitment to achieving goals.
- **Weakness:** Highly focused on meeting targets and deadlines.

Place: Noida, India

Date:

(Amit Kumar Singh)