

CURRICULUM VITAE

MUKESH CHATURVEDI

Permanent Address: H-167, Sector Beta-2, Greater Noida, U.P.- 201308

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DOB: May 08, 1955

1. **April 1976-May 2015-** Cabinet Secretariat Gov. of India, New Delhi (a top Security Organization - Joined as **Deputy Field Officer** and retired as **Under Secretary; Class I Gazetted Officer**. Served PAN India and abroad.
Profile: Electronic & Telecom Engineer served fixed tenure postings as Senior Officer and independent In-Charge supervising Technical/Managerial/Administrative/Financial/Security related/Health/Procurement related departments of the units. Undergone many technical, administrative & other trainings successfully and earned many accolades while serving the organization.
2. **June 2015- May 2019-Consultant**, Cabinet Secretariat: Owing to my special capabilities, I was appointed Consultant immediately after retirement, on same profile and remunerations, to look after urgent and important Operations.
3. **September 2019- August 2020- General Manager:** Served in **Brainzform Technical Excellence, Noida** looking after Operations and all associated duties of the organization, directly working under CEO.
4. **September 2020- November 2023- Head_Technical** in **HiTech Accurate Communication Pvt. Ltd. Sahibabad**, looking after multiple IT related, Security Projects PAN India and AMCs after handover.
5. **November 2023- September 2024-** Promoted to **General Manager (Operations) in HiTech Accurate Communication Pvt. Ltd. Sahibabad** with additional responsibilities overseeing all technical (CCTV, Power Fence, Sensor Fence, Security Lights, Emergency response systems, Fire, Access Control Systems etc.) along with administrative functions for the prestigious projects viz. Central Vista Project, Executive Enclave at India Gate, Tata Power, Army's ASCON projects, BIAL, BEL, Navy sites security projects involving installation and commissioning of above mentioned equipment.

Qualifications:

- B.Sc. (Physics) from Hans Raj College, Delhi University.
- Technical trainings in Electronics and Communication, Computers, Installation and operation of various kinds of access control systems, Wireless communication, satellite communication, data communication, providing connectivity using WAN and LAN networks, installation, operation and maintenance of various kinds of receiving, transmitting, and encoding equipment.
- Administration and management of staff working at various site units all over India and abroad.

- Excellent communication & presentation skills. Excellent Computer Skills viz. Microsoft Office, Excel, Power Point, Project Libre, Microsoft Projects, Project Management, Analysis and all skills related to Project Management.
- Well versed with Corporate/Institutional/Government sector functioning.
- Skilled in devising strategies and streamlining systems and procedures to enhance organizational performance.
- Closely involved in planning, organizing, and conducting training of technical/ministerial persons and management of manpower.
- Dynamic, result-oriented, with a flair for innovative methods of achieving the desired results.
- Possessing exceptional man management, Client handling, interpersonal, organizational, and technical skills.

Soft Skills:

- Effective player with good communication and interpersonal skills.
- Positive attitude with zeal to contribute to the organization.
- Ability to create implementable solutions to current organizational problems through analytical approach and vast service experience.
 - Keeping a vibrant health and active body with self-driven four-wheeler.

If selected, I assure you, Sir that I will leave no stone unturned to fulfil job requirements of the position assigned to me.

(MUKESH CHATURVEDI)