# Abhishek Gupta

Security Operations Manager | Security office and administration management

Nottingham | +44 7700 900246 | abhishek.gupta@gmail.com

## MANAGEMENT PROFILE

Security administration and operations support manager with nine years of experience connecting office processes with frontline delivery. Manages scheduling, personnel records, payroll checks and client reporting while supporting supervisors with inspections and incident administration. Offers strong controls over staffing information and action tracking.

## CAREER PORTFOLIO

### Security Administration and Operations Support Manager

Bidvest Noonan | Nottingham | Jul 2022 - Present

• Lead six administrators supporting five supervisors and 58 officers across a fictional Nottingham security portfolio.

• Approve routine roster amendments within delegated authority; coordinate qualified cover with site supervisors and escalate expenditure exceptions.

• Maintain licence and training expiry dashboards, reconcile timesheets and brief the director on vacancies, overtime and resource needs.

• Join site inspections, maintain the risk-action register and collate client service reports; coordinate incident records and investigation deadlines.

### Security Scheduling and Office Supervisor

Bidvest Noonan | Nottingham | Mar 2019 - Jun 2022

• Supervised three schedulers and maintained weekly coverage plans, holiday records and induction appointments.

• Introduced a payroll exception checklist that reduced monthly timesheet corrections from 31 to 11 over two quarters.

• Supported emergency call-outs by recording availability, checking qualification records and maintaining an auditable escalation log.

### Security Operations Administrator

Bidvest Noonan | Nottingham | Jul 2017 - Feb 2019

• Prepared assignment packs, logged incidents and maintained controlled versions of site instructions.

• Tracked recruitment documentation and training attendance, referring missing records to the responsible manager.

## STRENGTHS

• Security office leadership

• Roster and payroll reconciliation

• Personnel record controls

• Operational reporting

• Training and compliance administration

## EDUCATION

• Level 4 Diploma in Business Administration | 2021

• Level 3 Diploma in Business Administration | 2018

## TRAINING

• Security guarding training | 2022; refresher | 2025

• Data protection and confidential records | 2025

• Excel reporting and workforce scheduling | 2024