

KC. Jeena Nambiar
Mobile: 09364101777
E-Mail: jeenanambiarr@gmail.com
Date of Birth: 10th-June-1979
Marital Status: Married

Summary of Skills:

- Experience in conducting theft, fraud, and pilferage investigation
- Demonstrated ability in conducting security loss prevention
- Excellent written and verbal communication skills
- Skilled in handling multiple projects and setting priorities
- Ability to operate electronic surveillance equipment for equipping evidences.
- Skilled in using social media platform and security weapons
- Solid understanding of Indian Constitution, evidence, CPC and CRPC
- Vast law enforcement and investigative experience.

Experience:

October 2020 – Till date

AGM – ISS SDB

Roles and Responsibilities:

- Risk Monitoring and assessment of potential security impact on asset management, information management and client employee management by way of investigation.
- Develop and manage full-time investigation processes, ensuring they are executed in a sensitive and confidential manner by following investigative tools such as
 - Filed enquires
 - Interviews with potential witnesses
 - Contacting various government and non-government agencies to obtain records
 - Manage the security and storage of information, evidence and documents related to investigations
- Developing and implementing governance and risk policies, strategies, procedures and programs that support compliance with corporate and governmental environmental standards and regulations
- Liaise with internal and external parties including local law and other enforcement authorities, as necessary to ensure the effective and efficient functioning of the investigation process
- Ensuring smooth transitioning of new / major clients by conducting research into the background of individuals and companies
- Prepare concise and timely reports on activities related to investigations as required.
- Conducting proactive topic-based research relating to the general background of an investigation.
- Accountable for initiatives focused on investigation to improve operational excellence, service delivery improvements, escalation resolution and client satisfaction.
- Manage the complaints system to ensure that all complaints communicated are carefully handled and appropriate follow-up action is taken
- Conducts investigation with the knowhow on the existing administrative policies and procedures

October 2019 – October 2020

Regional Manager – Peregrine Guarding PVT LTD

Roles and Responsibilities:

- Periodically review the existing security policies and processes and make recommendations to improve the security framework by way of investigation.
- Manage relationships with service providers (e.g. emergency services, security groups, etc.) and report on emerging issues and risks
- Attend court and other legal proceedings to provide evidence on matters relating to the investigative work carried out
- Conduct security investigation advances for management, create risk surveys, and provide security support for those visits.
- Provide a monthly and quarterly security investigation report
- Conducts investigation basis knowledge of acceptable investigative principles and practices.
- Monitor and assess security threats and risks in the region by constant interaction with the team
- Investigate and submit report on occurrences to senior management Team
- Ensure accuracy and completeness of all investigative material
- Partner with other departments to establish and support processes that result in the continuous improvement of safety and security by providing sound advice on investigative strategies
- Conduct investigation by using the acquired knowledge of the criminal code, criminal proceedings and methods of evidence-handling, including testifying in court
- Maintain a reporting system which provides for a timely and free flow of safety related information
- Support the development and implementation of strategies, policies, procedures, and programs that support compliance with corporate and governmental environmental standards and regulations

Aug 2014 - Jan 2017

Investigation Officer - Shakti Group

Roles and Responsibilities:

- Establishing networking with a broad array of internal and external contacts at all levels (i.e. general public, law enforcement agencies, various government agencies)
- Ensure accuracy and completeness of all investigative material
- Partner with other departments to establish and support processes that result in the continuous improvement of safety and security by providing sound advice on investigative strategies
- Conduct investigation by using the acquired knowledge of the criminal code, criminal proceedings and methods of evidence-handling, including testifying in court
- Maintain a reporting system which provides for a timely and free flow of safety related information
- Support the development and implementation of strategies, policies, procedures, and programs that support compliance with corporate and governmental environmental standards and regulations
- Identify and analyze security lapses and provide solutions

Sep 2004 - March 2010

-Defense (Army) – Captain (Judge Advocate General)

Roles and Responsibilities:

- Worked as a legal advisor to the team
- Headed legal investigation proceedings, fault finding and streamlined investigation procedures from primary to senior and regional level of leaderships
- Handled legal proceedings pertaining to theft, misappropriate utilization of resources, procedural violation of policies, mishandling of govt properties
- Lead the team in judiciously handling investigation committees and cross functional teams in station and out station locations.
- Monitored, analyzed and responded to situations of Human rights violations and progressed all cases pertaining to it.
- To manage the day-to-day activities for the effective and efficient functioning of the investigation process and enforcement related issues
- To provide expertise and advice on all investigations and enforcement related issues
- To advise the Team to Conduct investigation by using the acquired knowledge of the criminal code, civil proceedings, and methods of evidence-handling, including testifying in court
- To prepare exhaustive reports on the occurrence / incidents devoid of technical and legal lacunae.
- Conducted thorough examination / interview of potential witnesses and subjects of the enquiry / investigation.
- In collaboration with the Team lead and other technical officers, develop and implement appropriate policies and standards for the Organization
- Assisted the Chain of hierarchy with the preparation of the Strategic legal Plan for the Organization.

EDUCATION / COURSES ATTENDED

1999-2004 - **Bachelor of law**

(Vaikunta Baliga College of Law- Udupi, Manipal, Mangalore dist.)

2006 - Diploma in forensic medicine and fingerprints- Delhi

2021 - Certificate in command center operations

2006 - **Diploma in forensic medicine and fingerprints-** Delhi

Languages known	Read	Write	Speak
English	✓	✓	✓
Hindi	✓	✓	✓
Malayalam	✓	✓	✓
Tamil	✓		✓
Kannada			✓