

CV

Capt. MMS Boura (Retd.) is an astute learner, administrator & entrepreneur businessman.

Business Profile:- (2013 Till date)

- Entrepreneur & MD - Grade One Services Pvt Ltd, Nigeria (24 Jul 2013 till date). Company deals in - Industrial Real Estate, Import & Export, Consultancy Services for new industrial setup in Nigeria, trading of white goods, Diesel supply. Current turnover appx usd\$5m per annum.
- Director - Grade One Energy Resources Ltd - 2018 till date (Partnership Firm with Seagle International Ltd). Company deals in Oil, Gas & Lubricants, Import of consumables and Engineering Goods. Current Turn Over usd\$3m per annum.
- MD - Grade One Packaging Enterprises - 2020 till date. Company Deals in Packaging Materials. Current Turnover usd\$1m

Professional Service Profile (1990-2013)

- 23 years of rich experience in General Administration, Human Resource Management, HR Training & Development, Security & fire management, Quality Management System, policy planning & implementation.
 - Extensive experience in implementing- Contract labour Act 1971, Factory Act 1948, PF & ESI Act 1948, Public Premises Unauthorized Eviction Act 1971,
 - Lead trainer for EVM Training and supporting State Election Commission's in conducting General Elections in Indian states of UP, J&K, Himachal Pradesh and Rajasthan as Nodal officer for BEL technical team of engineers.
 - Certified Auditor for Integrated Management Systems such as EMS 14001 and OHSAS 18001, ISO 9001/2000 and QMS Policies of BEL India & FMCL Nigeria.

Positions & rank held in Organizations:

- Country Head for Administration (Nigeria)- Fareast Mercantile Company Ltd (2012-13)
- Head of HR & Admin - Bharat Electronics Ltd, (A Navratna PSU, MOD-GOI - 2009 - 2012).
- Manager HR & Administration (2005- 2008)
- Dy. Manager-HR & Administration (2001 to 2004)
Sr Manager - Admin & Security (1996 - 2000)
- *2Lt to Captain in regt of Artillery, Indian army - (1989-1996) Served as SSCO.*

Professional Courses & Education

Courses

- Internal auditor training course in Integrated Management System for EMS / OHSAS from **BVQI**, 2010.
- Managerial effectiveness course at **Centre for Organization Development (COD)** Hyderabad, 2008.
- Strategic Human Resource Planning Course at **Administrative Staff College of India**, Hyderabad, 2005.
- Management of contract labour by **Shri Ram Centre for Industrial Relation & Human Resource Delhi**, 2004.
- Six Sigma - Green Belt, **BEL Institute for Quality Management**, Banglore, 2003.
- Diploma in Business Administration, from **IGNOU**, Delhi, 1999.
- Training on Domestic Enquiries by **Shri Ram Centre for Industrial Relation & Human Resource**, Delhi, 1997.
- Industrial Security & Training by **Intelligence Bureau, Govt. of India** in 1996.
- Diploma in Industrial Security Safety and Fire Protection Mgt from **Institute of security & Fire Mgt Delhi Cantt**, in 1995.
- Diploma in Weapon System-Advanced Gunnery Course, **School of Artillery, Nasik**- 1994.

Education

- Commissioned from **Officers Training Academy**, Chennai 1989-1990.
- Bachelor of Science (Math's, Physics & Chemistry) from **Kumaun University Nainital** in 1987.
- 10 +2 from Army Public School Delhi in 1994.
- 10th from Govt Higher Sec School, Panjim Goa in 1992.

IT Skills

Proficient in using MS Office XP- Word, Access, Excel & PowerPoint presentations, Internet usage & Applications.

Personal Details

Date of Birth : 7th July 1965.
Place of birth : Haldwani, Nainital, Uttarakhand.
Mother tongue : Kumaoni,
Languages known : Kumaoni, Hindi, English and Punjabi.
Hobby : Participated in Airtel Delhi Half Marathon in 2009,10 &11
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