

NITESH KUMAR RAI

Executive

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📍 Kuranga, Dwarka - 361335 , Gujarat

CAREER OBJECTIVE

Dedicated Surveillance Executive with 6 years of experience at **RSPL Limited, Gujarat**, specializing in CCTV surveillance systems, security approvals, vendor coordination, and departmental budgeting. Strong expertise in SAP (MM module) for purchase orders, service POs, and budget management. Proven ability to manage large-scale surveillance infrastructure and ensure compliance with organizational security standards.

TECHNICAL SKILLS

- CCTV Systems (IP & Analog Cameras)
- DVR / NVR Configuration
- IP Configuration & Network Management
- LAN Cabling & Basic Network Troubleshooting
- NAS Server Installation & Management
- Surveillance Monitoring & Control Room Operations
- Hardware Installation & Maintenance

SOFT SKILLS

- SAP MM (Purchase Orders, Service POs, Budget Tracking, Billing Support)
- Windows OS Installation & Troubleshooting (All Versions – Windows XP, 7, 8, 10, 11)
- MS Excel (Budgeting, Reports, Tracking)
- MS Word
- Email & Office Applications

WORK EXPERIENCE

Rohit Surfactants Private Ltd
Executive

13 July 2019 - Present

- Managed end-to-end CCTV surveillance systems, including installation, commissioning, and maintenance.
- Installed and configured IP cameras, DVR/NVR systems, and network devices.
- Performed IP addressing, network configuration, and troubleshooting for surveillance systems.
- Conducted site visits for new installations, upgrades, and fault analysis.
- Prepared site observation reports and provided technical recommendations.
- Handled NAS servers for CCTV data storage and backup management.
- Monitored surveillance systems to ensure 24x7 security compliance.

- Prepared and managed complete department budget.
- Created and processed Purchase Orders (PO) and Service Purchase Orders in SAP.
- Managed service billings, vendor invoices, and documentation.
- Coordinated with Accounts Department for payment issues, billing mismatches, and SAP clarifications.
- Maintained records for AMC contracts, audits, and compliance requirements.
- Liaised with vendors and internal teams for timely issue resolution.

EDUCATION

Diploma in Hardware and Networking Engineer
2018 (Delhi)

Jharkhand Association Council
12th - 2015

Jharkhand Association Council
10th - 2013

KEY COMPETENCIES

- Budget Planning & Cost Control
- Vendor & Account Coordination
- Site Inspection & Reporting
- Documentation & Compliance
- Problem Solving & Troubleshooting
- Team Coordination

LANGUAGES

English Hindi

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.