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AVAILABLE



EDUCATION

- Btech , IT and Telecom (,)
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CERTIFICATE

- Nil



KEY SKILLS

- General administration



14 years of experience in varied fields of administration, security and Telecommunication

MISSION LEADER AND JOINT DIRECTOR: OPERATIONS DURATION- 2014 - TILL DATE STRENGTH-300 AND ABOVE

- Principal aide to Director Operations for ensuring smooth conduct and transformation of 800 strong Human Resource and timely procurement of material resources for successful combat operations. Also performed ceremonial duties and legal work for smooth functioning

MISSION LEADER AND JOINT DIRECTOR: OPERATIONS DURATION- 2014 - TILL DATE STRENGTH-300 AND ABOVE

- Operated under and with strict guidelines of the organization with significant influence. Trained manpower, officiated correspondences and handled administrative affairs of a unit
- Commanded administrative and technical subunits with a strength of 200 and was responsible to provide communication support to formations various sectors.

PROCUREMENT AND LOGISTIC SPECIALIST DURATION - 2016 - 2019 STRENGTH-300 AND ABOVE

- Procurement lead for diverse inventories required for an operational unit. Managed critical requirements & crisis situations in coordination with various stake holders and achieved coherence and success
- Strengthen liaisons with public officials within and outside the organization for various operational, communication and security projects
- Led, managed procurement, suppliers, stores, spares, material, equipment
- Budget allocation & utilization
- Ensured timely procurement of spares for speedy repairs

- Formulated judicious mechanism and resource allocation for movement of manpower,resources and manning of delivery points
- Accomplished successful operations of logistics and supply chain management in static units and while mobilizing as a formation

HR, TRAINING & ADMINISTRATION DURATION- 2014-TILL DATE STRENGTH- 300 AND ABOVE

- Formulated and directed internal and external HR policies, ensured overall welfare of men.
- Instrumental in job enhancement, appraisals,rewards and recognition, conflict management and addressing grievances at workplace
- Managed performance appraisals, career progression and training for over 200 personnels
- Identified training needs and designed required training modules
- Selected personnel, organized and made teams to win professional and sporting events
- Administered and managed HR functions of over 250 troops

SECURITY ADVISOR AND MANAGER

- Formulated various security related policies for strength of over 800
- Covered security diagnosis for areas spanning over 400 square metres
- Ensured strict implementation of various security steps and policies
- Tried to implement various AI measures to enhance security aspects
- Security for men material and machines worth crores