

CURRICULUM VITAE

AMIT KUMAR (EX Air Force)
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NEAR ABB MANEJA
VADODARA GUJARAT 390013



□ **PROFESSIONAL PROFILE**

Highly accomplished Senior Non-Commissioned Officer of the Indian Air Force with **20 years' experience** related to Human Resources, Staff Recruitment, Training & Development, Office Administration, Security and Information Technology

Indian Air Force is an arm of the armed forces. Its primarily responsibility is to secure Indian air space and to conduct aerial warfare during a conflict.

A disciplined, self-starter, competitive and goal oriented professional.

Passionate multi-talented team leader who has exceeding organizational development backed by practical actions that have been a forerunner for change management.

□ **SKILLS:** - Monitoring skills to check on staff and ensure everyone remains effectively on task. A good observer quality, problem solving, timely turn out, real time, effective communication, interpersonal skills and problem-solving leadership skills. Proven ability to **handle multiple competing priorities** in an effective manner.

□ **LEADERSHIP AND MANAGEMENT**

- A competent professional with more than 20 years of experience, as responsible for general administration, maintenance and operations of Air Defence and modern communication systems.
- Extensive trade experience, with proven track record of attending professional courses to the best of my ability.
- Planning, forecasting, setting Objectives and determining courses of action, thereby efficiently preparing for any eventuality.
- Multi-tasking and execution of tasks smoothly for better co-ordination between hierarchy and subordinates.
- Ability to understand the purpose, objective, practice, and procedure of department.

□ **ADMINISTRATION**

- Implementing staff welfare policies and organizing staff welfare activities such as transportation, security, and various others, thereby enhancing employee motivation.
 - Managing time/Office activities and maintaining the attendance /leave records necessary for processing payrolls of employees.
 - Handling employee grievances and looking after the disciplinary action, canteen management and maintenance of harmonious employee relation.
- Supervising catering/Housekeeping /Transport activities in the organization.

□ **LIAISON/COORDINATION**

- Keen to learn and have excellent relations with higher echelons, statutory & regulatory bodies, vendor and contracts, private firms and Government Official.
- Ensuring internal cohesion in the organization by maintaining a clear communications network between the various levels.

□ **Team Management and Motivation**

- A Team Player, with the ability in delegating people with complementary skill for maximum teams' effort and effectively draws on the strengths of all team members.
- Proficiency in grasping new concepts utilizing the same in productive manner.
- Trained and instructed to have a high sense of commitment and strive for the achievement of excellence.

- ☐ **Effective communication skills:** Excellent Hindi & English, especially written, combined with in the personal strengths and a high degree of professional integrity.
- ☐ **Key Competencies:** HR, Staff Recruitment, Training and Development, Office Administration, Personnel Administration, Record Keeping, Facilities Management, Purchases & Stores, Inventory Management and Security.
- ☐ **Technical Expertise:** Worked in Air Force Network Project which includes CISCO Core Router (12000 Series), CISCO Access Router (7600 Series), CISCO Layer-3 (6000 Series) Switch & Layer-2 (Catalyst 3560 POE & NPOE) Switches.
- ☐ **Office Equipment:** Computer, Fax machines, photocopiers, video conferencing, CCTV camera and general office equipment.
- ☐ **Computer Skills include:** Microsoft Office (Word, Excel, Power Point), Internet browsing, Email, word-processing, data base management, Hardware & Networking and Photoshop & Flash.

Sr HR / Admin: Delta Global Services_04 Feb_2019 to 06 June 2020

Assistant Manager HR /Admin: Delta Sys-Tech (India) Pvt Ltd 01 Feb 2021-Till

Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.

Screened, interviewed and hired candidates to facilitate smooth recruitment procedure.

Organized employee appraisal reviews to discuss performance with managers and assess compensation.

Organized orientations, events and activities for employees to deliver objectives of organization.

To work for a growing and well reputed organization to expand my learnings, knowledge, and skills

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

Coordinated with department managers to identify and facilitate workforce needs.

Responsible completing all joining formalities of New Joiner.

Induction of new hires.

Maintaining employee's personal files and records, tracking attendance maintaining leave records.

Maintaining attendance of employee sending to accounts for the pay roll.

Responsible for completing exit formalities of employee.

Tracking the insurance policy of US consultant.

Maintaining active list of employees of US and India.

PROFESSIONAL & EDUCATIONAL QUALIFICATIONS

☐ **Master in Business Administration in Finance & HR** Swami Vivekanand Subharti University Meerut (UP) (61.5%) –Jun 2017

☐ **Post-Graduation (Public Personnel Management)**–Osmania University (51%) Jun 2015

☐ **Bachelor of Arts**-Osmania University (55%) Jun 2012

PROFESSIONAL CERTIFICATIONS / COMPUTER CERTIFICATIONS

☐ **Certificate in Security Management, of Strategic Installation.**

☐ **Honours Diploma in Computer Science** LCC Grade `D`

☐ **Diploma in Hardware and Networking** from CMTES, Secunderabad.

☐ **Air Force Networking operator level course** by HCL.

☐ **Adobe Photoshop & Flash**, at Training Command.

☐ **Cybercrime Course**, from AFIS Pune

