

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step; targeting C-Level assignments in Human Resources in an organization of repute across India

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Strategic Human Resources

Performance Management

HR Policies & Procedures

Career & Succession Planning

Training & Development

H Operational Processes

Statutory Compliances

Vendor Management

General Administration

Operational Efficiency

Team Management & Coordination

Security Planning & Strategic Vigilance



PROFILE SUMMARY

- Enterprising Leader, key strategist & planner with nearly 36 years of rich experience in Indian Air Force, driving activities like Human Resources Management, Civil Administration, Liaison, Public Relations, Fund Management, Procurement, Air Field Infrastructure Development & Maintenance
- Pivotal in playing roles across the functions of Human Resources Management,
- Administration of Central Govt. Civilian Employees Posted to Air Force Stations, Quartering/ Estate Management, Security, Counter Intelligence Management, Welfare of Families, Management of Public and Non-Public Funds, Sports Meet of National Level and Catering as the inevitable and sensitive activities undertaken as resource
- Excellence in designing and evaluating career paths, leading all HR functions and crafting strategies that meet business goals and transform the organization into a modern, productive and inclusive workspace
- Leveraged analytical skills in monitoring, analysing and identifying strategic needs, gaps, and risks
- Developed an effective pipeline of key talent potentially available for immediate hire as per succession planning needs
- Improved employee engagement by 30% through an annual employee engagement survey; created and implemented polices based on survey results, secured management and staff buy-in to drive results
- Ensured alignment of individual and company goals by instituting a new performance management process; added KPIs as a component of the performance evaluation program
- Re-designed the human resources function to align with strategic direction; established the HR department as a significant contributor to business operations
- Proficient with Human Resource Management and Civilian Cadre
- Highly motivated to drive CSR activities for the organisation and motivate others to engage
- Strong **leadership & people management skills**, leveraged in leading high-performing teams and engaging with key stakeholders for directing collaborative efforts towards transformation of the organization's vision into reality



Communicator Team Leader

Strategist Analytical

Go-Getter Collaborator



NOTABLE ACCOMPLISHMENTS ACROSS THE CAREER

- Cleared 4500 observations in personnel documents of air warriors in record time thereafter maintaining 100% documentation of all the personnel with nil audit objections during the year 2018 to 2022
- Processing of Non effective benefits to bereaved family members with in stipulated time frame for



2017 MA (HRM) from Jamia Millia Islamia University, New Delhi

2000 Graduate in Fire Engineering from The Institutions of Fire Engineering, Leicester, U.K.

1992 BA from Osmania University, Hyderabad

Soluntary Assignments

- Actively participated in various platforms and cleanliness drives in various Air Force Stations
- Planted 6500 Sapling at Jodhpur Air Force Station
- Created and upgraded dozen parks and gardens at Air Force Station Jodhpur
- Carried out approx 400 funerals of Air Veterans in Delhi area as per dignified last rites given to defence personnel
- Carried out 137 Covid related funerals with dignity during 1st and 2nd wave of Covid in Delhi area. Some of them abandoned after death by family members and relatives.
- Operating Sadhavana cell at work place for providing assistance to bereaved families

- obtaining financial assistance during the years 2017 to 2022
- Provided various welfare amenities to the station personnel, their families and veterans from Public Fund and Non public fund within the ambit of policy 2021 and 2022
- Reorganisation of human resources department for effective utilisation of manpower and services to its personnel
- Creation of additional space with modern gadgets for storage of documentation with full proof security in available resources.
- Under my supervision, first station in Indian Air Force to implement outsourcing of manpower for various activities at Hakimpet during the year 2012
- Administrative and HR Instructor at Fighters Training Wing for newly inducted trainee pilots at Air Force Station Hakimpet
- As Station Organisation Officer, first station to implement Solid Waste management Rules 2016 pilot project in the entire Armed Forces Units of the country during the year 2017 and 2018 a statutory compliance
- Planted approx 6500 sapling and development of dozen parks and gardens in the year 2012 and 2013 as an green initiative at Air Force Station Jodhpur
- Received Commendation twice from Chief of Air Staff, Indian Air Force for exhibiting commendable dedication and professional skills in 2004 & 2019
- Received Commendations from Air Officer Commanding In-charge South Western Air Command, Indian Air Force and Training Command, Indian Air Force respectively for exhibiting commendable dedication and professional skills during the tenure in 2012 and 2016
- Bagged Category AYE in Administration (Highest Professional Competence) and Co-Opted Air Force Examiner for Administration Branch Officers of IAF for their professional competence
- Actioned as Secretary of Air Headquarters Sports Command whereby conducted events of National Level, carried out [procurement of sports items, goods and developed sports infrastructure, fielded teams in 23 events in yearly competitions for selecting Indian Air Force team and its probables.
- Successfully accomplished tenure in the premier flying training bases which trains Fighters and Helicopter Stream Pilots for the IAF
- Successfully concluded tenure at forward location of the country like Base Camp (Siachen Glacier) Kargil Air Field and Leh Air Force Station



WORK EXPERIENCE

Since Oct 1987: Indian Air Force, Location						
Growth Path:						
0	Training in Administrative Work	Oct 87 - May 88				
0	Administrative Work at Lucknow	Jun 88 - Nov 92				
0	Administrative/Projects/Infrastructure Work at Awantipur (J&K)	Nov 92 - May 95				
0	Administrative/Infrastructure Work at Begumpet (Hyderabad)	Jun 95 - Oct 2000				
0	Budgeting of Infrastructure work in Eastern/NE states work at Shillong	Nov 00 - Dec 03				
0	Training in Administration at Air Force Academy	Jan 04 - Dec 04				
0	Training in Air Traffic Controller for Officers at Air Force academy	Jan 05 - Jun 05				
0	Air Traffic Controller/ Administrative/ Air maintenance duties at Leh,	Jun 05 - Dec 06				
0	Kargil and Siachen Base camp (J&K)					
0	Staff Officer duties/ Administrative Officer duties at	Dec 06 - Apr 08				
0	Director General National Cadets Corps Delhi					
0	Station Adjutant, Officer In-charge Civil Administration/ Catering/ Security Officer/Counter Intelligence Officer & Environmental Officer at Hakimpet (Hyderabad)	May 08 - Mar 11				
0	Station Adjutant, Officer In-charge, Civil Administration/ Catering/	Apr 11 - Aug 13				

Security Officer/Counter Intelligence Officer & Environmental Officer

at Jodhpur (Rajasthan)

- Co-ordination of Administrative Work at Chief of Air Staff Office Delhi Aug 13 Nov 13
- Station Adjutant, Officer In-charge Civil Administration/ Stn Organisation Dec 13 Mar 17 Officer/Counter Intelligence Officer & Liaison Officer for former Chief of Air Staff and Administrative Instructor at Fighters Training Wing at Hakimpet (Hyderabad)

Apr 17 - Till date

Station Adjutant/ Station Organisation Officer/ Chief of Air Staff Security Officer/ Security Officer/ Secretary Air Headquarters Sports Command/ Officer in-charge Non public funds/ Quantitative Discount (CFI fund) at Air Force Station New Delhi

KEY RESULT AREAS

- Extending strategic leadership to a team of more than 15000 people across Pan India basis with the team working across the functions of Human resources, Administration, Training, Project Infrastructure, Security, Procurement, Provisions, Housekeeping, Sporting activities and Event management
- Leading long-range strategic planning in order to anticipate the innovation of change initiatives that promote people productivity, organizational efficiency, and cost effectiveness
- Spearheading comprehensive strategic recruiting and retention plans to meet the organization's human capital needs
- Implementing comprehensive compensation and benefit strategies that are cost-effective for the business
- Negotiating and administering collective bargaining agreements; providing administrative quidance for the grievance process and disciplinary actions
- Directing& ensuring hiring, on-boarding and management procedures are effective for diverse groups
- Training the team to improve new hire on-boarding and training process resulting in improved new hire satisfaction and retention, and significant cost savings to the group
- Identifying and capitalizing on opportunities and carefully managing changes while providing extensive counsel, guidance, and influencing expertise
- Implementing creative solutions for people development within the division and at all levels of management
- Establishing a process to ensure all new employees complete mandatory trainings within 3 months of joining through continuity training process
- Building a Learning & Development (L&D) framework to drive performance, capability and creating a talent pipeline in the organization
- Administering& ensuring all back-end HR Operational processes are managed in terms of TAT, accuracy, frequency & compliance leading to seamless service delivery
- Establishing partnership with new benefits broker for healthcare savings to the company while minimizing financial impact to employees
- Developing compensation structure, talent management strategy and processes, talent acquisition strategy and goals as well as cost containment of benefit plans

HIGHLIGHTS

- Led as Detachment Commander at Kargil Air Base for smooth operations during the year 2005 and 2006
- Posted as Air Traffic Control Officer at Air Force Bases for Air Operations along with duties at Siachen Base Camp for Air Logistics and Maintenance Support for the troops deployed in forward areas of Siachen Glacier during (May 2005 to Dec 2006)
- Acted as Station Adjutant, Officer-in-Charge Civil Administration Station, Organisation Officer

- and Counter Intelligence Officer at one of the largest Air Force Stations at Jodhpur during (Apr
 - 11 to Aug 13) Acted as Station Adjutant, Administrative Instructor, Station Environment Officer, Station
- Security Officer and Officer-in-Charge Civil Administration at premier Flying Training Establishment at Hakimpet during (Dec 13 to Mar 17)
- Operated as Station Adjutant, Counter Intelligence Officer, Station Security Officer and Chief of Air Staff Security Officer (for the period of Apr 17 to till date along with duties of Station Organisation Officer and Secretary Air Headquarters Sports Command at one of largest Administration Stations providing administrative support including HR to 1350 Officers, 6000 Air Warriors and 750 Non Combatant posted at Air Force Station, New Delhi including the Defence Personnel Attaches abroad in various Consulates/ Missions and personnel of Indian Air Force on deputation to various other Government Organisations during the period of Apr 17 to till date
- Analyzed vulnerability scanning outputs, assessed findings, and developed remediation tasks in cooperation with the appropriate operational subject matter experts
- Ensured and maintained measurable security metrics program; assessed performance to ensure that it met the present and future needs
- Managed and developed a team of security experts, providing guidance and mentoring to the
- Developed strategic integrated communications plans, in direct alignment with company's business plans, for Air Traffic Management, Public Safety and Homeland Security, Integrated Communications Systems, Combat Systems, Electronic Warfare and more
- Set up and managed Security Operations Centre's (SOC) Technology, People, Process and Governance
- Planned, implemented and evaluated procedures and requirements for national security related programs
- Provided meaningful metrics and reporting to inform decisions based on accurate, up-to-date measurements of threat, perception and risk
- Piloted the business development and liaison activities to maintain the relationship with multiple external agencies



PROFESSIONAL TRAININGS & COURSES

Date of Birth:8th December 1968

Personal Details

- Languages Known: English, Hindi, Telugu & Tamil
- Permanent Address: Plot No. -343, Road No. - 16, Telecom Colony, Kanajiguda, P.O. - Trimul Gherry, Secunderabad, Telangana-500015
- Present Address: Room No. 08, Officers Transit Accommodation, Air Force Station-New Delhi, Kemal Ataturk Marg, Race Course, New Delhi - 110003

- Right to Information Act 2005 Course
- Basic Air Traffic Controllers Officers Course (06 months) from Air Traffic Controllers Officers Training Establishment (ATCOTE)
- Basic Provost and Security Officers Course from Air Force Intelligence School, Pune
- Capsule Course on Civil Administration
- 0 **GeM Capsule Course**
- Trained in Time Management, Stress Management and Team Building
- Capsule Courses in Leadership Training and Behavioural Sciences from Air Force Administrative College, Coimbatore
- Basic Air Staff Course from Air Force Administrative College (AFAC), Coimbatore
- Basic Professional Knowledge Course (1st in order of merit and overall) from Air Force Administrative College (AFAC), Coimbatore
- Intermediate Staff Course from AFAC, Coimbatore
- Advance Professional Knowledge Course in Administration from AFAC, Coimbatore
- Category AYE (Highest Professional Competency) in Administrative Branch
- Co-opted Air Force Examiner for Administrative Branch Officers of IAF
- **ADAM Instructor**
- Provost and Security Courses from Air Force Intelligence School, Pune