



A K SHARMA

aks1965@rediffmail.com – Mobile: 9901523040
in : www.linkedin.com/in/ashvani-kumar-sharma-88a64b54

EDUCATION

- Executive Programme in Business Management, MDI Gurgaon April 2022
- M-Tech (Laser & Electro Optics) University of Pune, Dec 2000
- B-Tech (Elect) G B Pant University of Tech, Pantnagar, Jun 1988
- B.Sc, St Xavier's college, University of Calcutta, April 1984
- AMIETE in Electronics & Comm, IETE New Delhi July 1990
- PG Diploma Aeronautical Engg, Air Force Tech college Mar 1990

PROFILE

- Trained and imparted subject knowledge behind the equipment technology to almost 80 personnel on average every year for 20 years. The subjects covered engineering areas of Electronics, Communication, Electrical and radars etc.
- Designed the training syllabus for the personnel training and conducted promotion written and practical examination for almost 20000 personnel for 5 years.
- More than 20 years of experience in the field of HRM and administration.
- Experienced in man power planning, developing performance management system, developing employee welfare programs, identifying training needs and conducting trainings, employee grievance handling, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees.
- Good communication and interpersonal skills.
- A skilled professional with 5 years of experience at Air force HQ in project management..
- Currently serving as Chief of HR and administration of a premier location in IAF.

WORK EXPERIENCE

HUMAN RESOURCE MANAGEMENT

- Developing the HR plans and policies in conjunction with the company's over all development plan.
- Overall responsibility of man power planning and deployment.
- Developing the induction programmes for the new recruits.
- Working out the compensation plan and policies.
- Developing and implementing the performance appraisal system for the company and co-ordinating it with other functionaries.
- Co-ordinating with finance department for processing of payments to employees.
- Identifying the training needs, developing training programs to ensure constant

learning and development of employees.

- Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.
- Developing and implementing employee welfare policies.
- Processing the exit applications for the employees.
- Dealing with the final settlement of employees when they leave.
- Maintaining good internal communication within the company.
- Developing various reports for management which make it easy to make decisions regarding the current resources.
- Five years of experience in designing the online promotion examination process for the personnel in IAF.
- Managed the human resource and made all out efforts to motivate them to optimize the work output well within the planned time-line at all places of work.
- Trained and imparted subject knowledge behind the equipment technology to almost 80 personnel on average every year for 20 years. It covered engineering subject areas of Electronics, Communication, Electrical and radars etc.
- Designed the training syllabus for the personnel training and conducted promotion written and practical examination for almost 20000 personnel for 5 years. Implemented new training syllabus and methods of training.

KEY SKILLS

- Training and Development
- Human Resource Management
- Quality Management
- Procurement, Inventory & Contract Management
- IT Security Management
- Strategic Planning
- Financial Planning
- Development and implementation of HR Strategies
- Evolving and implementing HR policies & processes
- Talent Acquisition and Retention
- Performance Management
- Organisational Capability Building
- Focus on Employee Engagement
- Talent Management
- Change Management
- Employee Relations

CERTIFICATION

- Quality Assurance Services
- Database and Server Administration
- Network Administration
- Cyber security & Information warfare
- Administration Management, Air Force Admin College