

JUNIOR WARRANT OFFICER SUDHANSHU KUMAR PANKAJ
INDIAN AIR FORCE VATERN
KG HALLI NEAR SRS JALAHALLI WEST BANGALORE-15
Mobile No: 9380690549, E-mail: sudhanpankaj1968@gmail.com



INDIAN AIR FORCE FROM 19 DEC 1986 TO 29 APR 2017

Responsibilities:

- Exercised of all administrative matter of personnel management and, maintained all sop of administration in office Microsoft on daily basis.
- Talent acquisition of recruits, appraisal and career training of staff, evaluated team performance and render productivity enhancement feedback on training. Organized training sessions for team members based on identified training needs.
- Streamline formulated and conducted training on HR office for junior staff and presented various status reports to senior management and other stakeholders to enable effective decision making.
- Optimum utilization the manpower resource within allotted parameters to meet the organization and various method implementation ,liaison with various government and local agencies, maintain monthly, half yearly and yearly analysis and counselling in respect of HRM office in Microsoft office.
- Controlled and supervise the manpower, planning including appraisal reports Training, carrier progression, task allocation, performance counseling's and grievance. Handling in HR office. Proper maintenance of document, files, charts and board.
- implemented training program me for manpower including lecture and presentation in respect of service personnel and also maintained charter of duties and preparation of various sop for HR office .personnel formulated and implemented policy, procedure, involving, planning in hr office in Indian Air force as assistant HR OFFICE.
- Maintained discipline, assistant welfare, skill development, redressing, and grievances in HR office.
- Performed secondary duty as assistant fire officer, assistant admin officer and independently handled Assistant officer in charge of SNCO Mess, Catering, Argumentation of man power, Nonpublic fund Admin, Civil admin, HRM, Administration, Sport, Barrack warden, Work services in premise building of defence area, facilities in charge of defence campus, handled various inventory of store and warehouse of HRM section. Handling of various inventory independently and availability of rotation of man power in units, stations, commands and AIR HQ level.
- Gained knowledge, skilled, developed and experienced in correspondence Hindi and English vice versa from 1987 to 2017 in Microsoft office.
- Organization of big office of the HRM section and sub section, allocation of duties to personnel working in various sub – sections, and supervision and subordinates.
- Maintenance of discipline and punctuality of personnel, proper maintenance of document, files, charts and board for 1000 personnel at air force station Chandigarh.
- Controlled and supervise the manpower, planning including appraisal reports Training, carrier progression, task allocation, performance counseling's and grievance of 1000 defense personnel of the station.
- Maintained discipline, welfare, skill development, redressing, and grievances of HRM staff in office Microsoft.
- Administrative officer, involved in procurement process through local vendors, front line supervisors, keeping of records, file management, management of man and material, store, establishment events. .assessed departmental contribution to mitigation gaps and implementing of various preventive measures related to existing factor.
- Updated policies related to welfare of air warrior and other statutory regulations aimed at enhancing client satisfaction aimed at enhancing client satisfaction.
- Managed HR related correspondence , maintain HR calendar and rendering administrative Support to human resource related salary certificate, probation later, promotion and termination, optimized resource utilization by effectively implementing manpower plans and other process improvement initiative pertaining to organization.

A General Administration

- Establish proper control procedures for the purchase and issue of stores.
- Daily monitoring of inventories and annual physical stocktaking.
- Maintenance of Fixed Assets Register.
- Overall supervision of Boarding Houses, Academic Buildings, Gardens Grounds, and Offices.
- Security of Campus
- Arrangements for all School functions and Society meetings.

B Maintenance

- Ensure proper maintenance of all buildings, furniture, equipment, and grounds.
- Monitor daily maintenance work executed by the maintenance department.
- Ensure continuous water supply and electric power.
- Ensure daily general upkeep of campus.

C Personnel

- Maintain service records of all employees.
- Institute proper service rules for all categories of staff.
- Sanction leave as per rules for all administrative and staff and maintain up-to-date leave records.
- Handle all matters of show cause notices, charge sheets, inquiries, etc.
- Handle all staff welfare matters and have a properly constituted staff grievance committee.

D Liaison

- Maintain close liaison with local authorities useful to the school's smooth functioning.

Transport Department

- List of Buses with their Numbers
- Bus Timings at various Stops
- Route-wise list of students with bus stops.
- Class-wise list of Students using the Bus facility
- List of Staff with address & Cell No.
- Attendance Register of students, using Bus facility.
- Attendance Register of Bus Staff (Drivers & Conductors)
- List of Teachers availing of the Bus facility
- List of staff on Bus Duty.
- Bus-wise Income & expenditure Report.
- Bio-data / copy of the driving license of drivers.
- Cell Numbers and addresses of drivers/contractors
- Route Map of (Bus Ply).
- Maintaining files for Challan, Road Tax, Route Permit, Insurance, and verification of driving license.
- Ensure proper buses are hired from reputable contractors for the transport of students
- Make Rules and Regulations for the proper transportation of students from home to School and back in safety including carrying out tests of drivers and helpers to ascertain their competence.
- Ensure routing of buses to suit a maximum number of parents.
- Ensure proper maintenance including cleanliness and appearance of buses by carrying out, through an officer, a daily visual check of all buses and school vehicles.

Caretaker

- Maintain Inventory Report at the beginning and end of every academic session
- Maintain Central Stock Register
- Supervise the security functioning
- Supervise the cleanliness in the school (Charts to be made)
- Maintains the stock & store of the school.
- Supervise the class 4 staff.
- Security Attendance Register
- Maintains Petty purchase process/entries made thereupon
- Complete responsibility for Gen-set service, Gen-set log Book, Oil consumption Record, date-wise Time consumption (in hours), etc.
- Maintains the record of material supplied to support staff for cleaning (phenol, broom, duster etc)
- Photocopy Records (date-wise)
- Keeping previous year's school records.

Main Gate

- Security Attendance Register
- Record of Permission Slips & Gate Pass
- Visitors Slips (School & Hostel)
- Check-in / Check-out Timings of Support Staff
- Check-in / Check-out Timings of Buses
- Security In-charge will be responsible for the check-out of support staff & maintaining contact with the reception.
- Logbook for the material going out from school.

Duties of Administrative Officer

- Transportation Management
- General Administration
- Supervision on Accounts
- Supervision on Purchase Process
- Stock Register / Inventory Reports
- Liaison with Govt., Semi- Govt. Departments & District Administration
- Security System Management
- Campus Cleanliness & Beautification
- Repairs & Maintenance
- Supervision on School Property
- Supervision on Admission Procedures

General Administration

- He should reach/report one hour before the commencement of the school/College.
- He should make random checking at the gate to ensure that all buses are coming on time, supporting staff are coming on time. All security is functioning well. He should verify the cleanliness of the premises (pro-forma should be affixed at the main entrance of every toilet.
- Attendance File of all support staff – to reach the school head.
- Task Appraisal Report of Support staff viz., Electrician, Carpenter, Plumber, Gardener, etc.
- Repairs & Maintenance monitoring.

• **QUALIFICATION**

Qualification	School/College	Year of Passing	Percentage
BA (Public Admin, HINDI)	IGNOU, Delhi	1996	50
MA (English)	IGNOU, Delhi	2006	51
INDIAN AIR FORCE GRADUATION	IAF, Delhi	2017	60
PGD IN HRM	IAF, Delhi	2017	60
MICROSOFT OFFICE	IAF, DELHI	2006	60

CERTIFICATE COURSES IN INDIAN AIR FORCE:

HIGHER MANAGMENT COURSE IN INDIAN AIR FORCE.

NBC COURSE IN INDIAN AIR FORCE.

HIGHER TRAINING PROGRAMME ON SOFTSKILL TRAINING FOR HRM.

CHIEF WARDEN AND WARDEN TRAINING AT ALLIACE UNIVERSITY BANGALORE.

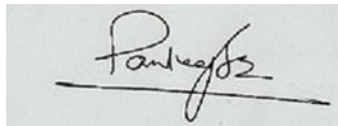
PRESENTLY WORKING AS HOSTEL WARDEN AT ALLIANCE UNIVERSITY BANGALORE FROM 14 SEP 22

Personal Profile:

Name : SUDHANSHU KUMAR PANKAJ
Father's Name : GANESH PRASAD
Date of Birth : 31 OCTOBER 1968
Sex : MALE
Nationality : INDIAN
Languages Known : HINDI, ENGLISH, KANNADA (LEARNING)

DECLARATION:

I hereby solemnly affirm that whatever, that has been given above is true and correct to the best of knowledge and belief.



Date: 08 July 2023

Place: Bangalore