

## Contact

8447367796  
subratoc302@gmail.com

## Skills

Administation  
Infrastructure  
Negotiating  
Communcation  
Vendor Negotiation

## IT Skills

Microsoft Bi  
Microsoft 365

## Courses & Certifications

ESG certified  
Cyber Crime Investigating Officer  
Fire and Industrial Safety  
OSHA Level 1  
Office Assistance

# Subrato Chakraborty

State Head Administration Infra and facilities | Indore

Air Force Veteran, Versatile and established Administrative professional having an experience 25+ years in Infrastructure & Facilities Management.  
Targeting Senior strategic roles in Administration.

## Experience

### Indian Air Force

Senior Noncommissioned Officer  
May 1998 – May 2018

Managed General Military Operations & Administrative roles in various AF stations.  
Performed Risk and compliance analysis of military activities across the border  
Handled Infra and facilities services at various AF stations  
Served auxiliary Force to Kargil War 1999  
Headed the QRT and Fire Safety departments at World’s Highest Airfield.  
Participated in Stimulated Air Defence  
Trained on Fire and Rescue Management.  
Acted as Loss prevention executive at one of the AF Stations.  
Regimental Fund Manager performed Fund Analysis, Budgeting and Procurement.  
Monitored Organisational activities including Contract and Vendor Management, AMCs, SLAs and fraud detection  
Performed Human Resource assignments for onboarding new joinees to Air Force

### Icici Prudential Life Insurance Co

State Head Administration  
Aug 2018 – Present

Managing and Overseeing the Administration Infra and Facilities of the branches  
Rolling out of new branches and projects  
ESG and IGBC trained manager promoting the Green Sustainability of the Organisation.  
Executing the AMCs of all equipments including DGs ACs etc.  
Signing off SLAs  
Monitoring contract, procurements and Vendor management activities.  
Analyse Fund and Costs including CAPEX and Opex.  
Ensuring branch HSE parameter is maintained at all time  
Support Risk Managers to detect frauds  
Execute and ensure compliance of Organisation SOPs at the branches  
Prepare and Analyse Admin Budgetary costs of the branches  
Conduct regular Fire and rescue awareness training and sessions to all employees of the branches  
Upheld the ESG initiatives of the Organisation.  
SPOC to all Labour and industrial compliance including pay & allowances  
Nominated Infra and facilities Auditor for auditing new branches  
Hiring of Outsourced staffs for the branches  
Act as a Loss prevention Manager

## Education

### Master of Commerce (M.Com)

Commerce  
Annamalai University

2010 (Correspondence)

## **Post Graduate Diploma in Personnel Management and Industrial Relations**

Human Resource

Madurai Kamaraj University (MKU)

2016 (Correspondence)

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## **Awards**

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### **Operation Vijay Medal Kargil**

Jul 1999

Awarded for exemplary Service

### **Best Air Warrior**

Oct 2007

For exemplary and outstanding Service

### **Best Air Warrior**

Oct 2016

For Exemplary service