

# MAHIPAL

INDIAN ARMY VETERAN



## SKILLS

- An ability to work individually and as part of a team.
- The ability to concentrate for long periods of time.
- Office Security & Manpower Management
- Office Administration & Staff Work
- Team Building & Leadership
- Operations Management
- Time Management & handling pressure situations

## EDUCATION

- 12th Passed From Education State Board Of Haryana In 2013
- Equivalent Graduation from Indian Army (MOD) 2022.

## ARMY EDUCATION

- CLERK SD Class-I
- Map Reading Class - II

## CERTIFICATE

- Security Training Certificate. (Indian Army)
- Technical Training Certificate (Indian Army)
- Certificate In Basic Computer
- Computer Course (Ms Word, Excel And Powerpoint)

## PERSONAL DETAILS

- **Phone:** 986253209
- **Email:** dhandamahi15@gmail.com
- **DOB :** 15 - 11 - 1984
- **Marital Status :** Married
- **Address:** Hno-1954, Sec 9&11, Hisar, State-Haryana, Pin-125005

## OBJECTIVE

Indian Army Veteran with 18 years of experience in having excellent management skills and computer knowledge in Office Staff Duties.

Looking to work in the corporate sector to use my skill set .

## KEY PERFORMANCE AREA

- Excellent Analytical And Observational Skills.
- Ability to remain calm under pressure.
- Organizing administrative work.
- Accounting Management for Store Keeping of General Store / CSD Store.
- Monitoring of Security Aspects (Technical/Physical Security).
- Technical and staff duties (OFFICE).
- Office Data Entry Management .
- Computer Knowledge With Proficiency In Ms word.
- Excel And Powerpoint And Typing Speed Of 40 words Per Minute With 98% And Above Accuracy.

## WORK EXPERIENCE

### MACP NB/SUB CLK (SD) -INDIAN ARMY

*THE ASSAM REGT SHILLONG*  
24-03-2004 To 31-05-2022

- Worked in Clerical Trade (Staff Duties) for 18 years In Indian Army.
- Assist in office management and organization procedures maintain files and records so they remain updated and easily accessible undertake basic book keeping tasks and issue invoices, cheques etc.
- Provide assistance to customers, employees and visitors in a courteous and professional manner, providing exceptional customer service.
- General Administrative duties to include the maintenance and supervision of the central filing system for all Office, the maintenance and currency of distribution and contact lists. Performed All Office Administration Works.
- Selected As A Team Member In Indian Military Training Team At Bhutan For Imparting Training To Their Armed Forces
- Served In United Nations Peacekeeping Missions.
- Has performed the duties Of Supervisor for all Office Staff Duties.
- Has maintained various Defense Accounts, Budgets, Army Procurements .
- Has Performed The Duties Of Office Assistant And Office Superintendent Including Job At UN Mission.

## ARMY GALLANTRY AWARDS

- 9 Years Long Service and Good Conduct Medal.
- Op Orchid Medal.
- High Altitude Medal.
- CI Ops (J&K) Medal.
- Videsh Seva Medal (Lebanon & Bhutan)