

# ATUL KUMAR PANDEY

CHANDIGARH / 9915640529 / [atulpandey267@gmail.com](mailto:atulpandey267@gmail.com)

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## **SUMMARY**

- Accomplished military leader with over 32 years of experience in Human Resource Management, Operations, General Administration, Facility Management, Training & Development, Healthcare Management and Security.
  - Managed administrative and HR functions for over 1500+ direct officer reportees and 14000+ indirect reportees, resulting in improved efficiency and productivity.
  - Proven abilities in Disaster Management, Learning & Development, Perception Management and Social Responsibility programs in remote areas.
  - Adept at Interpersonal Communication and Organizational Skills, with excellent time management and problem-solving abilities.
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## **EXPERIENCE**

### **INDIAN ARMY, MINISTRY OF DEFENCE, GOVT. OF INDIA**

#### **Director, Healthcare Administration & Facility Management**

08/2021 - 03/2023

- Spearheaded healthcare facilities for 1,75,000 tri-services military veterans through 12 healthcare facilities, ensuring quality care.
- Oversaw planning and execution of infrastructure development projects worth ₹200 Cr, delivering projects on time and within budget.
- Achieved 100% transparency in recruitment and selection of 200 medical, para-medical, and non-medical staff from amongst 4600 applicants.
- Streamlined medicine distribution procedures, reducing lag time and ensuring timely availability of medicines and medical stores.
- Managed an annual budget of over ₹12 Cr on provisioning and procurement of medicines, equipment, and remunerations for staff, optimizing resource utilization.
- Improved transparency in procurement procedures, enforcing the laid-down tendering process for selection of authorized local chemists.
- Increased availability of life-saving medicines by over 20%, scrutinizing demand and reducing delivery time lag.
- Streamlined grievance redressal mechanism for members of ECHS, ensuring 24x7 availability of functionaries for critical complaints.

#### **Senior Administrator & Human Resource Officer**

01/2004 - 07/2021

- Assisted in formulating and implementing standard operating procedures, improving operational efficiency for 1,00,000 personnel.
- Coordinated large-scale operational movement of over 10,000 personnel and stores, ensuring timely and safe transportation.
- Maintained and enforced discipline in 10,000-strong field formations, investigating cases of breach of discipline and law and order situations.
- Managed quality and accuracy of staff work and efficient inter-department functioning, optimizing resource utilization.
- Executed administrative functions for a military station, ensuring safety, security, discipline, and a good quality of life for nearly 5,000 personnel and families.
- Planned and executed commissioning of state-of-the-art solid waste disposal plants, reducing carbon footprint in an environmentally friendly manner.
- Delegated administrative tasks, monitored compliance, and addressed employee concerns, improving performance and resolving conflicts.
- Coordinated strict enforcement of policies for COVID-19 prevention, ensuring seamless provisioning of day-to-day administrative requirements of over 10,000 residents.
- Formulated and executed COVID-19 protocols resulting in minimal incidences of infections, contributing to the tactical goal of force preservation.
- Adapted to workflow changes and implemented continuous process improvements, overcoming obstacles due to COVID-19 pandemic protocols.
- Evaluated operational practices and identified improvement opportunities, developing revisions for systems and procedures post-COVID-19 pandemic.

## Senior Training & Development Instructor

12/2001 – 01/2004

- Responsible for Academic Services & Administration in a Premier Training Establishment of Indian Army.
- Developed and executed strategic initiatives to incorporate key changes and improvements in implementation methodologies on training programs on management of mechanical transport in Indian Army.
- Prepared and executed training programs for over 2000 Officers, JCOs and Other Ranks of Indian Army in management of different types of mechanical transport vehicles in Indian Army.
- As Master Trainer, created and executed training curriculum for Training of Trainers, with aim of providing tactical and technical knowledge to enable them to conduct training of their subordinates in units and sub-units.
- Planned, curated and implemented training syllabus & coordinated creation of infrastructure for newly introduced Mechanical Transport Vehicles with active liaison with the vehicle manufacturers for technical assistance.
- Conducted Evaluation and Assessment of trainees, aimed at achieving highest standards of training objectives set up for personnel attending courses.

## Operations, Security & Administrative Officer

01/1990 - 11/2001

- Led and managed combat teams of 150 personnel in high-risk military operations and Internal Security operations, ensuring professional competence, motivation, and proficient resource utilization.
- Instituted professional methodologies and implemented efficient performance monitoring systems resulting in improved combat readiness, enhanced team performance, and optimized operational efficiency.
- Coordinated disaster management operations in Aid to Civil Authorities during natural calamities and conducted leadership and tactical knowledge workshops for team members.
- Maintained a high standard of leadership and professionalism by managing training, administration, and discipline of over 1000 personnel per year under diverse working conditions.

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## SKILLS

Strategic Planning, Security Operations, Management, Healthcare Administration, Training & Development, Disaster Management, Team Building, Analytical and Critical Thinking, Flexibility & Adaptability.

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## EDUCATION

- **Masters in Disaster Management**  
(Panjab University, Chandigarh) 05/2017  
- Graduated with Distinction [University Rank 2]
  - **Masters in Business Administration - HR**  
(Panjab University, Chandigarh) 05/2015
  - **B.Sc. (Geology)**  
(Panjab University, Chandigarh) 05/1988
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## CERTIFICATIONS

- **Certificate Course in Business Management** – Indian Institute of Management, Indore (2023)
  - **Financial Management & Audit Sensitization Course** (Defence Budget & Audit System) – International Centre for Information Systems & Audit, New Delhi (2007)
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## RESEARCH

- **Dissertation:** Disaster Vulnerability and Preparedness of Libraries: A Case Study of AC Joshi Library, Panjab University, Chandigarh (2017)
- **Internship Report:** Avalanche Disaster Mitigation in Indian Himalayas: Role of Snow & Avalanches Study Establishment (2016)