

## CURRICULUM VITAE

**Capt Chander Prakash (Retd)**

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### **CAREER ABRIDGEMENT**

An astute professional with over 40 years of rich experience in the areas of:

<i>HR Management</i>	<i>- Industrial Relations</i>	<i>- Employees Management</i>
<i>Strategy Planning</i>	<i>- Legal Operations</i>	<i>- General Administration</i>
<i>Logistics/Supply Chain</i>	<i>- Facilities Management</i>	<i>- Resource Administration</i>
<i>Security Management</i>	<i>- Training &amp; Development</i>	<i>- Material/Vendor Management</i>
<i>Cyber Security</i>	<i>- Teaching Operations</i>	<i>- Team Management</i>

- Proven experience in collaborating with senior management to undertake human resource strategic planning in order to support and advance corporate goals.
- Exceptional ability in handling of day to day administrative activities in co-ordination with internal/external departments for smooth business operations.
- Well versed with the formation and implementation of policies and procedures for a corporate office.
- Possess knowledge of out sourced annual service contracts in compliance to statutory requirements.
- Played a stellar role in motivating & handling personnel in multifaceted situations.
- A self-starting, strong analytical, quick learner, problem solving & possess organizational abilities.

### **EXPERIENCE CHRONOLOGY**

<b>Period (Duration)</b>	<b>Position Held</b>	<b>Organisation</b>
Apr 2019 -Aug 2023	<b>Administrative Officer</b>	RPS Public School Dharuhera (Rewari)
Feb 2016 - Jun 2018	<b>Estate Manager</b>	GSBV Bijwasan (Bharthal) New Delhi- 110077
May 2015-Nov 2015	<b>Sr Manager HR &amp; Admin</b>	Anand Buildtech Pvt Ltd, Noida
Nov 2014- Mar 2015	<b>Sr. Manager HR &amp; Admin</b>	DrG Wellness Private Limited, New Delhi
Oct 2013 - Oct 2014	<b>Manager HR</b>	International Traceability System Limited, Delhi
Oct 2012 - Sep 2013	<b>Administrative Officer</b>	Ansal University, Gurgaon
Oct 1978 - Aug 2012	<b>HR and Admin Officer</b>	Indian Army.

### **HUMAN RESOURCE MANAGEMENT**

- Formulating HR policy and communication strategy.
- Developing the organization chart & framing the reporting structure of the organization.
- Listing of job evaluation and job description for different positions
- Managing complete recruitment life-cycle for sourcing the best talent.
- Overseeing induction / orientation as well as implementing induction & personnel manual.
- Implementing increment, incentive and other remuneration policies.
- Managing appraisal process across the levels linked to reward management.
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### **INDUSTRIAL RELATION**

- Institutionalizing sustainable IR policies which are in long-term interest of the organization.
- Handling trade union, charter of demands, wage negotiations and long term wage settlements.
- Conducting periodical meeting with unions for redressal of grievances related to work of employees.
- Accountable for counseling / grievance handling of the employees to maintain healthy work environment
- Handling the legal cases i.e labour court, PF department, ESI department etc

## LEGAL /STATUTORY COMPLIANCE

- Representing before the statutory authority in conciliation on behalf of the company for various approvals, clearances, negotiations and settlements.
- Attending civil and labour courts on behalf of the management for employee's grievance cases.

## FACILITIES MANAGEMENT/GENERAL ADMINISTRATION

- Arranging for necessary infrastructure involving purchase of capital equipment's, managing large scale movement of stores and ensuring optimum inventory control.
- Developing and negotiating with vendors, managing contracts for obtaining timely procurement of materials.
- Adept in implementing cost saving measures in terms of raw materials, procurement and logistics cost.
- Formulating and operating budgets with adequate measures to ensure optimum utilization.
- Preparing and monitoring of security plans & implementing them with stringent control.
- Handling the entire gamut of activities pertaining to the cyber security and prevention of cyber crime.

## NOTABLE ATTAINMENTS ACROSS THE TENURE

- Played a stellar role in handling the pay & allowances, promotion, discipline and administration of the division of more than 5000 employees.
- Proven track record of developing procedures, service standards, planning and implementing them with effective control.
- **Received recognition by the Army Commander, South Western Army in the form of prestigious commendation card on Republic Day 2012.**

## ACADEMIC CREDENTIALS

- Bachelor Degree in Law(LL.B) with specialization in Labour Law & Industrial Relations from Ch. Charan Singh University Meerut (Three Years Full Time) in 1995.
- Master's Degree in Personnel Management(M.P.M) from Pune University(Two Years Full Time) in 1992.
- Master's Degree in Political Science from Maharshi Dayanand University, Rohtak (Haryana) in 1989.
- Bachelor Degree in Arts from Maharshi Dayanand University, Rohtak (Haryana) in 1984.

## OTHER CREDENTIALS

- Diploma Course in Computer Operations (DCO) through C-DAC from Bytes Soft Tech Pvt. Ltd., New Delhi in 2010.
- Diploma Course in Info Tech (DIT) through C-DAC from Institute of Software Development & Advance Computing, Bhubaneswar in 2005.
- Certificate Course in Computer Application(CCA) from BITS , Mumbai in 1998.

## PERSONAL DOSSIER

Father's Name	: Late Sh. Singh Ram
Date of Birth	: 5 <sup>th</sup> February 1961
Address	: H.No-767GP, Sec-18(Def) Rewari (Haryana) PIN-123401
Language Known	: Hindi/English (Read, Write & Speak)
Location Preference	: Rewari/Bawal/Dharuhera/Bhiwadi/ Neemrana/Gurgaon/Delhi
Date of Superannuation	: 31 Aug 2012

Place : Rewari

Dated : 2023

Capt Chander Prakash (Retd)