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SMQ 1297/3 Bundela Enclave, Air Force Jodhpur, Rajasthan-342011

PROFILE

An Air Veteran, Diligent, Committed, Goal-Oriented with 21 years of experience in Accounting, Finance and Administration of Defence Forces. Dominant in fostering healthy relationships with stakeholders and leaders besides training, counselling and mentoring the team for improved outcomes, organizational growth and effectiveness.

AREA OF EXPERTISE

Military Leadership	Team Handling	People Management
Transaction Processing	Reconciliation	Client On boarding & Management
KYC Loan services	Underwriting	Cash & Fund Management
Process Automation & Transition		Inventory Management
Correspondence Flow	Documentation	Office Administration

PROFESSIONAL EXPERIENCE

INDIAN AIR FORCE- (Jun 2001 to Jun 2022) **Finance, Account and Administration Department.**

Supervisor in Accounts, Finance and Administration Department with vast experience of 21 years in Leadership, Communication, Liaison, Accountability, Sourcing and Reporting.

Lead a team of 10 members. Managed the key task of Finance, Account and Administration which includes:

- . Financial transactions in cash and digital as well.
- . Accounting and preparation of Govt. books of accounts.
- . Management of financial Reports, Summaries, Returns for Senior Managers.
- . Managing Office Administration, Staff management, Works Services and General discipline.
- . Audit of various sub sections of organization and ensuring Regulations, Policies, Principles of Organization are being adhered.
- . Management of budget expenditures, worth Rs 25 crore in a FY and forecasting of future estimates. Submission of Budget position and report to Command Headquarters.
- . Timely submission of IT returns like TDS, GST through Chartered Accountants.
- . Inventory Management of large and wieldy 150 inventories.

- . On job training to staff and refreshing of policies and regulations. Mentoring, Counselling and Assessment of Staff
- . Maintaining healthy communication with stakeholders like Government Organizations, Defense Forces, Airlines, Banks, State Governments and Service providers through Correspondence and liaison skills
- . Analysis of credit requests of IAF members for conveyance & welfare loans and Survival benefits out of contributory funds.
- . Scrutiny and analysis of documents for claims and processing for payment action.
- . Managed the queries, doubts and complaints of approx. 50 clients daily digitally and physically and timely response in sorting the issues.
- . Vendor Management, Procure to Pay (P2P) and managed e-procurement of Govt. Enabled e- Platforms. Onboarding agencies involved in defense supplies and services.
- . Development and Implementation of organizational policies in improving functional Capabilities of organization.
- . Record management of accounting and confidential documents.

PROJECTS

- . Managed the reimbursement of Airlift charges of Indian Air Force from Tamil Nadu Government worth Rs 4 crore through liaison at Secretariat level.
- . Attended courses and seminar on Inter Personnel relationship, Stress management and Psychological Counselor/Mentor.
- . Played vital role in managing the automation and migration of accounting documents to accounting softwares on 04 occasions and closely worked with software legend companies like TCS and HCL. Thus helping my Organization in saving man-hour, manpower and be eco-friendly.
- . Processing of special LTC claims introduced by Govt. for short period of 04 months during 2021 worth Rs 50 crore in Covid-19 pandemic situation.
- . Voluntarily managed the accounts of welfare ventures of IAF like AFWWA (Air Force Wives Welfare Association), Messes, Air Force School and Air Force temple.

KEY SKILLS

- . Maintaining a perfect balance between Managers and team members, keeping orderly flow of information in the hierarchy through Communication skills.
- . Efficient in working for long hours and performing in challenging conditions/Pressure situation. Adaptable and flexible to business requirements of organization.

- . Fluent in Microsoft **Excel**, Word, and PowerPoint. Managed email flows, internet inquiries and surfing.
- . A true motivator who keeps the morale of his team members upright. Mentor the team in different situations for positive outcomes.
- . Managed liaison with our clients and sundry creditors and debtors for smooth financial transactions.

ACHIEVMENTS

- . Basic Accounting Training at Air Force Belgavi in 2001 and again refresher course in 2008.
- . Satisfactory undergone Counter Insurgency and Jungle Warfare course with Indian Army at Vairengte, Mizoram in 2004.
- . Best Air Warrior Award in 2014 in leading Air Force Base.
- . Team member of Software evaluation team for assessment of automation process during period 2015-2018.
- . Granted special extension of service for 01 year due to meritorious service during Covid-19 pandemic in 2021.

EDUCATION QUALIFICATION

MA (Public Administration) - Madurai Kamraj University
B.Ed (Bachelor in Education) - Jammu University
BA (Public Administration) - Indira Gandhi National Open University