

ARJUN SINGH , SUBEDAR EX ARMY (DATE OF ENROLLMENT - 01AUG 1995, DATE OF RETIREMENT - 31 DEC 2021)



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☎ 9340749134

📍 MIG-193, PEPTech CITY, PO-SOHA
WAL, TEH-RAGHURAJ NAGAR, DIST
T-SATNA, MP, PIN-485001

🚀 SKILLS

Ability to work in any situation.

Security and Manpower Management

Team building and Leadership

Time management & handling pressure situations.

Material planning, inventory & stores management, Training & Development of Facilities.

Basic Knowledge of all Computer applications.

Creative Spirit. Reliable and professional. Fast Learner. Motivated, organised and team player.

👤 PERSONAL DETAILS

Date of Birth : 14/08/1977

Marital Status : Married

Nationality : Indian

Religion : Hindu

Gender : Male

👤 SPECIAL ATTENTION

Performed Duties as an Administrative Assistant in United Missions Operation and Effectively handled entire range of logistics and material management related activities including transportation material planning, procurement, inventory management and supply systems.

Effectively handled stores including receipt and despatch.
Deployment of Security and allocation of duties.

👤 CERTIFICATION/SPECIALIZATION

Basic Computer Applications
MS WORD, OFFICE, POWER POINT AND EXCEL.

Security Training Certificate (Indian Army)
Peace Keeping Certificate (Indian Army)
Fire Fighting and Fire Safety Certificate (Indian Army)
Trade Proficiency Certificate Gunner Proficient in All Arms (Indian Army)

🎓 EDUCATION

BA	2002
GGU, Bilaspur, CG	
2nd	
12th	1997
BPHE Society High School, Ahmed Nagar, Maharashtra	
2nd	
10th	1993
Kendriya Vidyalaya, MIRC, Ahmed Nagar, Maharashtra	
1st	

📁 EXPERIENCE

JUNIOR COMMISSIONED OFFICER	1995 - 2021
INDIAN ARMY	
Indian Army Subedar with more than 26 yrs of vast experience in Security Supervision, Man & Material Management and administration skills.	

INTERESTS

Interested in modernization of old pattern of work with modern technology

Interested in knowing about the situation with handling wit solutions

Interested in thinking in positive and negative aspects of every situations.

Interested in finding new ways of living and progress.

LANGUAGES

Know English and Hindi language. Can speak English, and Hind Fluently.

Understand Marathi, Punjabi, Chattisgarhi, Bhojpuri, Bagheli, Bundeli regional language.

Kote NCO (Arms Custodian)

Jan 2009 - Dec 2010

Indian Army

Safe keeping of wpns & equipment.

Ensured timely repair & maintenance.

Keep records & documents up to date.

Quarter Master

2011 - 2014

Indian Army

Effectively handled entire range of logistics and material management related activities including transportation, material planning, procurement, inventory management and supply systems.

Administrative Assistant

2015 - 2016

Indian Army (United Missions)

Effectively Management of handling of stores operations including receipt and despatch of stores.

Deployment of Security & Allocation of Duties.

ACHIEVEMENTS & AWARDS

Awarded Sainya Sewa Medal (J&K) More than 10 years of exposure in Counter Insurgency Operations in J&K

Awarded Long Service and Good Conduat Medal (Indian Army)

Awarded United Missions Peace Keeping Force Medal in South Sudan Country for procuring safety and security to civilians with full dignity and respect.

ADDITIONAL INFORMATION

An Indian Army Veteran served for more than 26 yrs of service as a Junior Commissioned Officer (Subedar)

Acquired multifunctional experience in effectively handling entire range of logistics and material management related activities - Transportation, material planning, procurement, inventory management and supply systems.

Handled Amarnath Yatra as an Administrative Assistant in Safe travel of VIPs and public with safety and security and provided hygienic food , accommodation, recreation and safe journey including transportation and flight management such as Civil and Military aviation specially Helicopters.