



## Col Lokesh Saxena



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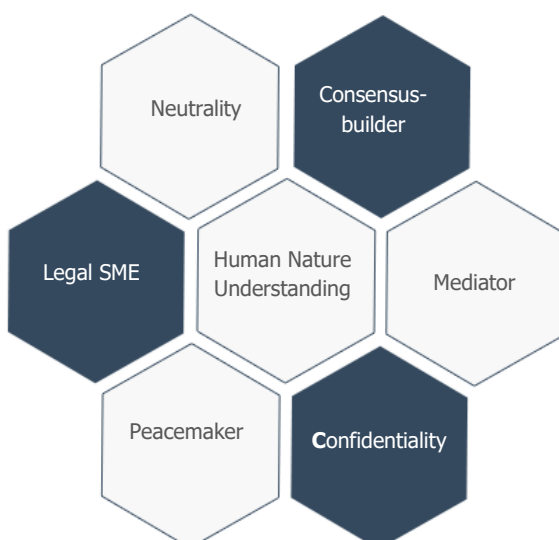
saxenalokesh@gmail.com

An accomplished senior associate in a successful law firm specialized in Alternate Dispute Resolution. **24 years of experience** in the Indian Army and in the private sector organization as the Functional Head/Senior VP role in General Operations/ Human Resource/ Security/ Facilities Management/ Legal Departments of an organization

### Core Competencies

- ❖ Conflict Resolution
- ❖ Legal Research
- ❖ Process Improvement
- ❖ Document Management
- ❖ Contract Management
- ❖ General Administration
- ❖ HR Management, Operations & Logistics
- ❖ Public Relations
- ❖ Legal Counselling
- ❖ Logistics Operation Disaster Management
- ❖ Court Petitions & Arguments

### Soft Skills



### Profile Summary

- An **Indian Army (Infantry) Officer** with over 24 years of extensive leadership experience and team building
- Diverse cultural and political environment encompassing in-depth comprehension and management of sensitive strategic, operational, political, social, legal and personal issues having national and international ramifications
- Proven expertise in the areas of **Operational HRM, Recruitment & Training** and entire gamut of Administration and Training. An expert in General Administration functions involving **Legal Counselling, compliance, Security Management & Vigilance, Transport Management, Estate and Facility Management**
- A Thorough professional, with high calibre work orientation, tough resolve and ability to handle multiple functions and activities in a high pressure environment due to inherent ability to identify and prioritize tasks at hand
- Investigated facts, using pertinent sources to determine causes of action in administratively closing cases
- Excellence in leading the **talent management, leadership development, career planning** and succession planning for improving the competence of the workforce

### Academic Details

- B.Com. from Osmania University 1993
- Diploma in Executive Level Leadership, Infantry School, Mhow 1995
- Diploma in Senior Leadership, College of Combat, Mhow 2004
- Certificate in Military Law – Institute of Military Law Kampti 2011
- Lean Six Sigma Green Belt 2013
- Certificate In Cyber Security and Ethical Hacking 2015
- LLB from Osmania University 2018
- PG Diploma in Journalism and Mass Communication 2019

### Work Experience

#### Command of NCC Unit 2012-2019

📍 Secunderabad

Training, discipline and administration of over 2000 cadets

#### Assistant Director Legal 2010-2012

📍 Raipur

Managed legal affairs involving discipline of troops and liaison with civil legal departments

#### Second in Command of an Infantry Unit 2008-2010

📍 Hyderabad

Security, administration, logistics and training of approximately 1500 men and about 100 vehicles and specialized equipment.

#### Company Commander at UN Peace Keeping Force Democratic Republic of Congo 2007-2008

📍 DRC Africa

International Human Rights compliance and cease fire law.

## Career Timeline (recent 8)

<b>2012-2019</b> Command of NCC Unit	<b>2010-2012</b> Assistant Director Legal
<b>2008-2010</b> Second in Command of an Infantry Unit	<b>2007-2008</b> Company Commander at UN Peace Keeping Democratic Republic of Congo Force
<b>2006-2007</b> Chief Administrative and Training Officer, Corp of Military Police Centre and School	<b>2004-2006</b> Company Commander, Assam Rifles In Counter Insurgency
<b>2001-2004</b> Chief Training Officer, Assam Regimental Centre	<b>2000-2001</b> Assistant Director Legal, Counter Insurgency Force (NE)

## Achievements

- Supervised the examinations of the Commissioned Officers, prepared the training materials & modules, and enhanced the existing training modules by approving the same from the higher authorities
- Evaluated the performance of the officers and identified scopes of improvement by centrally managing the evaluation process
- Maintained effective industrial relations with staff across all hierarchical levels through role enrichments, negotiations, agreements & disciplinary proceedings
- Established budgets, monitored expenditure and led initiatives towards preventing cost overruns
- Administered project activities right from the conceptualization stage to the execution; steered operations related to procurement, scheduling, progress monitoring, site management, and manpower planning

### Chief Administrative and Training Officer Corp of Military Police Centre and School 2006-2007

📍 Bengaluru

Legal training and administration of 1000 personnel from the Military Police

### Company Commander Assam Rifles In Counter Insurgency 2004-2006

📍 Manipur & Nagaland

### Chief Training Officer Assam Regimental Centre 2001-2004

📍 Shillong

Trained around 2000 soldiers annually

### Assistant Director Legal Counter Insurgency Force (NE) 2000-2001

📍 Nagaland

### Instructor Counter Insurgency Training School 1999-2000

📍 Tezpur

**1999: Deployed in Conflict Zone in Kargil During Op Vijay**

### Key Result Areas:

- Facilitated communication between disputants to guide parties toward mutual agreement
- Clarified issues, concerns, needs, and interests of all parties involved
- Conducted initial meetings with disputants to outline the arbitration process
- Settled procedural matters such as fees, or determine details such as witness numbers and time requirements
- Set up appointments for parties to meet for mediation or arbitration
- Interviewed claimants, agents, or witnesses to obtain information about disputed issues
- Prepared settlement agreements for disputants to sign
- Applied relevant laws, regulations, policies, or precedents to reach conclusions
- Evaluated information from documents such as claim applications, birth or death certificates, and physician or employer records

## Personal Details

**Date of Birth:** April 29<sup>th</sup>, 1973

**Languages Known:** English, Hindi, Urdu, Bengali, Telugu, Nagamese, Assamese

**Address:** 103 Maple Town Sun City, Hyderabad-500086