

# GAURAV SINGH MANHAS

Army Commissioned Officer



EMAIL gaurav.singh615@gmail.com

MOBILE 981-834-3438

Lieutenant Colonel Infantry Officer with capabilities in driving **Administration & Human Resource Management** in the pursuit of business objectives; targeting assignments with an organization of high repute












## PROFILE SUMMARY

- ❖ Seasoned professional with over 20 years of cross-functional **Military experience** in various roles and held various portfolio during diverse and illustrious career
- ❖ **Strategy architect** credited with the implementation, administrative policies & procedures to optimize resource & capacity utilization across various functions
- ❖ **Awarded Director General Resettlement's Commendations for** outstanding achievements in 2019 for generating multiple job options for more than 2.3 lakh military veterans across north India
- ❖ Recognized with United Nations **Force Commander's Commendation Award** for distinguished service of exceptional order in 2013
- ❖ Expertise in effectively **managing documents / records** for streamlining systems to facilitate achievement of organizational objectives and ensure profitability of operations
- ❖ Expertise in providing strategic leadership across wide gamut of essential business processes including **facilities management, infrastructure & assets management, event management, safety & security operations and administrative functions;**
- ❖ Experience in using and understanding **talent acquisition metrics** and the capabilities to implement strategies to improve results; formulated **talent acquisition & recruitment strategies** secure the best fit for their open positions
- ❖ Exhibited excellence in **identifying training needs**, evaluating skill gaps and developing training solutions to bridge competence gaps; credited with implementation of **innovative capability building & training initiatives** to capitalize on organizational growth opportunities
- ❖ Expertise in **collaborating with top management** for decision-making; **ascertaining talent needs, manpower projections and hiring candidates** using cost-effective techniques
- ❖ Excellent motivational and **employee engagement skills** to sustain growth momentum while motivating peak individual performances; led the execution of **trainings for staff** to increase opportunities for promotion, improve social benefits and safe working conditions
- ❖ **Quick-learner coupled** with interpersonal and collaborative skills & strong business acumen in facilitating harmonious work culture with management & employees

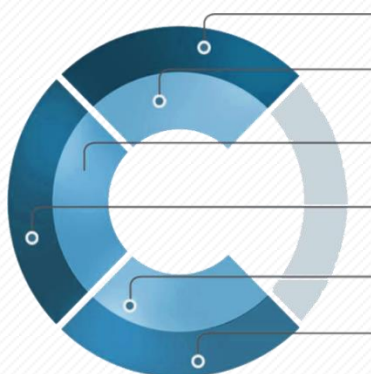


## CORE COMPETENCIES

- |   |   |  |
|---|---|--|
|  General Administration     |  Human Resource Management         |  Policy Design & Implementation |
|  Organizational Development |  Recruitment & Employee Engagement |  Training & Development         |
|  Budgeting & Cost Control   |  Reporting & Documentation         |  Team Building & Leadership     |



## SOFT SKILLS



Change Agent

Collaborator

Communicator

Leadership

Planner

Motivator



## EDUCATION / CERTIFICATION



**Post-Graduation Diploma in Human Resources Mgt.:**  
from Narsee Monjee Institute of Management  
Studies – Mumbai in 2020



**Bachelor of Arts from St Joseph's College of Arts  
And Science – Bangalore in 1999**



**Microsoft Certification Azure Fundamentals in 2021**

## WORK EXPERIENCE

### Key Result Areas Across Career

- ❖ Led **teams & departments**; analyzing **administration processes**, streamlined systems with focus on improving processes to promote reliability, increase simplicity and enable scalable growth
- ❖ Formulated **admin policies, talent acquisition/recruitment plans** and secured the best fit for open positions
- ❖ Managed the large taskforces entailing manpower planning, recruitment, training, motivation, performance appraisal, remuneration, conflict resolution and career development
- ❖ Took adequate measures to resolve critical employees' grievances and ensure harmonious industrial relations; keeping compliance with various industrial laws and promoting employee's welfare activities
- ❖ Created and implemented **HR Strategies** to meet short, medium & long-term business challenges with focus on areas such as talent & leadership & engagement
- ❖ Identified the **manpower requirements** as per the business forecast/expansion and supported them with relevant **market data, insights and analytics** as appropriate
- ❖ **Designed and conducted customized training programs & contents** and ensured that the initiatives are aligned with the organizational goals and culture by utilizing andragogy, learning tools and methodology
- ❖ Developing & strengthening the process of **learning & development and training** in the organization; developing and coordinating training programs for the new recruits after orienting them about the firm's culture and objectives

### 2021-2022 as Director Coordination

#### Military Recruitment Directorate

- ❖ Supported top-level decision-making and strategy planning with top leaders; served as key advocate for various personnel issues
- ❖ Observed employee's individual strengths and initiated mentoring program to improve areas of weakness
- ❖ Monitored over 52 assessors' daily activities and made plans to rectify issues resulting in structured assessment environment

### 2018-2021 as Joint Director Resettlement

#### Department of Ex-servicemen Welfare, Government of India, Jammu and Kashmir, Punjab, Himachal Pradesh & Uttarakhand

- ❖ Provided post retirement resettlement option to military veterans and potential retirees in Northern India
- ❖ Coordinated with provincial government officials, heads of industries and other government body officials to provide diversified resettlement options for military veterans

### 2016- 2018 as Joint Director Administration

#### Indian Army

- ❖ Led administrative functions across all domains of command.
- ❖ Published standard operating procedures (SOPs) using stakeholder input and feedback resulting in useful instruction for users

### 2015- 2016 as Chief of Administration and Operations Officer

#### Indian Army

- ❖ Led operational and administrative functions across all domains of command to 848 infantry troops in High-Altitude environment
- ❖ Published standard operating procedures (SOPs) using stakeholder input and feedback resulting in useful instruction for users
- ❖ Organized and attended 12 International Border Summits between Indian Army and Chinese People Liberation Army
- ❖ Constructed and camouflaged infantry positions and equipment to prevent detection
- ❖ Developed and executed infantry unit strategy for offensive and defensive maneuvers
- ❖ Trained teams on emergency situation preparedness and integration of tactical planning, equipment maintenance and weapon use

### 2013- 2015 as Chief of Administration and Operations Officer

#### Indian Army

- ❖ Led operational and administrative functions across all domains of command to 848 infantry troops.
- ❖ Published standard operating procedures (SOPs) using stakeholder input and feedback resulting in useful instruction for users
- ❖ Developed and executed infantry unit strategy for offensive and defensive maneuvers
- ❖ Trained teams on emergency situation preparedness and integration of tactical planning, equipment maintenance and weapon use

### 2012- 2013 as Senior Manager

#### United Nations, Goma, North Kivu

- ❖ Nominated for United Nations Mission in Democratic Republic of Congo.
- ❖ Worked relentlessly towards ensuring effective implementation of United Nation's Charter
- ❖ Gained international exposure provided opportunity to work in multinational set-up and worked with humanitarian organization -ICRC
- ❖ Coordinated air support and logistics for Battalion sized troops deployed in one of world's most dangerous conflict zones
- ❖ Worked in multi-national team environment including assisting other non-military members of UN
- ❖ Served as Officer In charge UN Transit Facility at Goma (North Kivu) DR Congo

### 2011- 2012 as Senior Manager

#### Indian Army

- ❖ Integrated intelligence activities into other military operations, plans and programs
- ❖ Built synergy between all security forces to facilitate resource management and effective domination of conflict zone
- ❖ Worked closely with District Administration and Local Police to ensure peace in most volatile region of Northeast India



## WORK EXPERIENCE

### **2008-2011 as Deputy Director, Administration and Logistics**

#### **Indian Army**

- ❖ Ensured logistics support to troops deployed in highly sensitive, uncongenial and demanding counter- terrorism environment
- ❖ Accountable for administration of 3000 active-duty personnel in a counter terrorism environment.

### **2001- 2008 as Manager, Operations & Administration**

#### **Indian Army**

- ❖ Involved in infantry specific field operations both in conventional and internal security environments including assisting civilian administration
- ❖ Handled administration, safeguarding of people and managed logistics work. During this stint, was posted in Siachen Glacier, the world's highest battleground.
- ❖ Sharpened the skills of leadership and personnel management in the world's most difficult and demanding combatant environment.



## PERSONAL DETAILS

**Date of Birth: 15 March 1978**

**Address: Sahibzada Ajit Singh Nagar, Punjab, 140307**

**Languages Known: English, Hindi & Punjabi**