

CURRICULUM VITAE

Jitendra Kumar Singh

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CAREER OBJECTIVE

To pursue a career in an organization and work enthusiastically in a team, where I can share my knowledge and skill, improve and enrich it to become an asset in the betterment of the organization and myself.

Aiming for opportunities in HR Admin/Security/Operation

CAREER OVERVIEW

- Working as a Area Manger in Sentinels Security Pvt Ltd looking after 200 people.
- Worked in Baby Joy IVF Fertility as a HR Admin, Operation and Purchase.
- Worked in Tansen Sangeet Maha Vidyalaya as a Admin and HR Operation.
- Worked as a **HR Recruiter** specialist in veteran hiring in Military to Corporate Consultancy.
- Having experience in procurement of service equipment from various authorized vendors.
- Served in Air Force last 20 years, during this period I was looking after Security, Office Administration and training.
- Responsible for **security management**/vigilance/QRT at garud unit.
- An accomplished professional with 20 years of rich experience as Training Instructor in Indian Air Force; during the career, have worked with Seniors and Juniors with full integrity and loyalty.
- Hands on experience in managing cross cultural teams, planning for their training and development aspects for accomplishing organisational goals.
- Skilful in handling day to day activities in co-ordination with other departments for ensuring smooth operations.
- Ability to put service before self with high commitment, sincerity, dedication and integrity; capacity to work under high pressure situations and meet stringent timelines.

KEY SKILLS

Functional

Security and Dicipline
Admin and Maintenance
Purchase of Security Equipment Maintenance of Store Vendor relations (Tendering and Supply order)
General Administration Records / Documentation
Human Resource Recruiter
Security Management
Facility Management
Fire Fighting

Managerial Skills

Effective Leadership

Sound Judgment and Decision-Making Skills

Strong Influencing Skills

WORK EXPERIENCE

1. **Worked in BabyJoy IVF Fertility as a HR Admin, Operation and Purchase.**
2. **Worked as a HR Admin and Operation in Tansen Sangeet Maha vidayala.**
3. **Worked as a HR Recruiter in Military to Corporate HR Consultancy.**
4. **Associated with Indian Air Force as a Training Instructor and Office administrator.**
5. **Having experience of Handling of Store and equipment.**
6. **Maintenance of stock book and expense.**

EDUCATIONAL QUALIFICATION

- **MBA (Marketing)** from Indra Gandhi National Open University in 2012
- **MBA (HR)** from Sikkim Manipal University in 2014
- **Bachelor of Arts** from JPCL Maha vidyalaya, Kanpur University in 2002

Computer Skills: Knowledge of computer

Microsoft Excel , PowerPoint , MS Word, Internet and Tally

Career Path

- 1998-2004 Base Repair Depot, Air Force Station Sulur, Coimbatore, Tamil Nadu
- 2004-2008 Air Force Station, Jorhat Assam
- 2008-2009 National Cadets Corps & trained Cadets upto the standard of defense level
- 2009-2014 Airmen Training School, Samba, Belgaum
- 2014-2016 Trained Indian Air Force Garud Commandos during the period
- 2016-2018 National Cadets Corps and have trained cadets up to the standard of defense level.
Worked as a Training Instructor and handled administration also.

Responsibilities

→ Responsible for:

- Developed, implemented and maintained all operational security.
- A competent & disciplined professional with experience in Safety & Security Management, Administration, Security Initiatives, Risk Management & Manpower Planning.
- personal risk Expertise in managing and deploying solutions for building access control, personnel clearance, theft prevention and fire fighting & safety.
- Excellence in conducting investigations relating to sensitive security issues and modern security intelligence, surveillance systems in peaceful and violent situations.
- Managed all administrative activities like maintenance of office equipment, transport & logistics management
- Training personnel on drill, parade, handling of arms and physical exercise.
- Organizing and conducting all games and sports activities.

- Maintained and generated monthly employee/ trainees data reports: attendance, leave.
- Involved in handling of Training and Development:
- Scheduling & arranging training while coordinating with external trainers & training programs.
- Identification of training needs and Encouraging trainees for training.
- Making training programme and block training programme.
- Maintaining training records of trainees.
- Developing trainees engagement programs like Initiated and administered a passing outs and fare well of trainees.
- Implementation of training policy/Training activities.
- Looking after office correspondence.
- Liaison from other unit for exercises.
- Demand of office stationary and training aids for the requirement of training.
- Maintenance of office at high standard level.
- During the NCC training liaison from school and colleges. Give a publicity of NCC to the young generation.

Highlights

- Trained Quick Reaction Team of Indian Air Force air warrior.
- Actively involved in designing training program for trainees.
- Effectively handled trainees from different countries, like Sri Lanka, Afghanistan, and Ghana.
- Mentored trainees during the tenure of Airmen Training School, Belgaum.
- Received appreciation certificate from Chief Administrative Officer for commendable service.
- Won Bronze medal in Air Force Shooting Championship.
- Got first position 100/200/400 meters athletics championship.
- Worked as a Team Leader for Group Defense activities conducted.
- Actively involved in conducting social activities like, Blood Donation, Road Safety Awareness, Swatch Bharat Abhiyan, Annual Training Camp and combined annual training camp with sister services of NCC.
- Conducted Parasailing Instructor course as well as Parasailing activity for the air warrior.

TRAINING ATTENDED

- Multi skill to do other trade job also.
- Trained to manage store.
- Counselling and Mentoring of new recruit of Indian Air Force.

PERSONAL INFORMATION

Date of Birth: 15 Aug 1978

Father Name : Gouri Singh (Retired Warrant Officer of Indian Air Force)

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