

RESUME

SAROJ KUMAR MAHAPATRA

Mobile: + 7011921703/9868154657

E-Mail: camsaroj20@gmail.com

camsaroj_k@rediffmail.com



JOB OBJECTIVE

An Ex-serviceman from Indian Army, managed optoelectronics systems for 30 years, seeking senior level assignments in Administration/ Manpower Management/ Security Management/ Transport & Facility Management

Location Preference: New Delhi and NCR

PROFILE SUMMARY

- A military veteran, retired as Subedar from Indian Army (EME) on 31 Oct 2017.
- 30 years of experience in Administration, Maintenance of Optoelectronics Equipment, Office/Transport/Facility Management & Security supervision.
- 4 months experience as Regional Manager in Infocrunch Analytics, New Delhi wef Aug 2018 to Dec 2018.
- Worked as an Immigration Officer in Bureau of Immigration at New Delhi from Dec 2018 to Feb 2021.
- An individual with a proactive attitude, capable of thinking out of the box and, generating new solutions and ideas.
- Executed cost saving and energy saving techniques/measures and modifications to achieve substantial reduction in O&M Expenditures and work within the budget.
- Undertake regular inspections to prevent accidents and adhere to safety norms.

ORGANISATIONAL EXPERIENCE

- 30 Years as Instrument, Optoelectronic & Bio Medical Engineer
- 18 years as Team Leader in different fields like Administration, Workshop Management, Manpower/Transport/ Facility Management & Security supervision with Indian Army Workshops.
- Efficiently supervised as Manager of a Regimental Gas Agency in Indian Army for 2 years.
- Efficiently handled CSD Canteen operations for a year.
- Employed as a trainer for Defense Codification for 2 years in Defence Std Cell.
- Worked as a Regional Manager with Randstad India Pvt. Ltd. for Public survey wef 01.06.2018 to 30.11.2018
- Worked with Bureau of Immigration as an Immigration Officer at Indira Gandhi International Airport dealing with International passengers.

Key Result Areas

- Spearheaded activities related to Administration & Management of over 200 persons.
- Supervised in Repair, Maintenance & Inspection of optoelectronic, ancillary & Medical/Hospital Equipment.
- Played multi role in Administration, Security Supervision, Transport and Facility Management

Highlights

- **Master technician of Optoelectronics equipment**:- Efficiently supervised various teams of technicians to repair and inspect Thermal-night/day cameras, Hand Held Thermal Imagers, Passive Night Vision Equipments, Day time observation Equipments, Angle Measuring Equipments, Non-electro Medical Equipments, meters & gauges used in Indian Army.
- **Performed duties** in Workshop Management, Administration, Security Supervision, Training, Transport, Facility, Vender Management, Accounts, Public Survey& Immigration.

ACHIEVEMENTS

- Acknowledged for displaying excellence in **overseeing safety of the workers & security of machines/material and reported zero incident/ fire accident** under 30 Years of seamless leadership.
- Holds the distinction of being rewarded with **Technical Proficiency Award in 2003 by Director, Proof & Experimental Est., Chandipur** and on **2014 by Director, Directorate of Defence Standardization, New Delhi**.

EXTRAMURAL ENGAGEMENTS

- Actively participated in Games & Sports
- Capable of organizing any activity/ programme in short period

EDUCATION

- Diploma in Instrument Engineering from Army/IGNOU.
- Short Diploma in export and Import from FTDC, Ludhiana.
- Certificate in Internal Auditor from Defence Institute of Quality Assurance.
- Bachelor equivalent certificate from Indian Army/IGNOU.
- Certificate in security of strategic installations from Indian Army/IGNOU.
- Basic working knowledge on Computer.

PERSONAL DETAILS

Languages Known: English, Odia and Hindi

Date of Birth: 16th Jun, 1968.

Passport No: S6379692

Address: Permanent: - Flat No 20, Tower A, KCG Complex, Plot No 332, Ward No 8 Mehrauli, Delhi-30