

KANDAVEL MURUGAN

ADMINISTRATION & HR MANAGER



+919958479050



murugankb@gmail.com



[murugankb](#)



<https://www.linkedin.com/in/kandavelmurugan>



RZ D-1/305 Second Floor, Gali No.5 Mahavir Enclave, New Delhi - 110045



CAREER OBJECTIVE

Earnestly looking forward to add value to operations through applying gainful experience and acquired skills in a world class organisation which offers a challenging work environment with an opportunity to learn and grow in equal measure. Coming from a defence background, open to travel and relocation.



SKILLS

- ❖ Emphatic Communicator
- ❖ Time Management
- ❖ Performance Management
- ❖ Legal Compliance
- ❖ Result Oriented
- ❖ Conflict resolution
- ❖ Change Management
- ❖ Training & Development
- ❖ Vulnerability Assessment
- ❖ Fire Safety Management
- ❖ Resource Management
- ❖ Manpower Management
- ❖ External Liaison
- ❖ Event Management



SOFT SKILLS

- ❖ Mature & Reliable
- ❖ Team Player
- ❖ Adaptable
- ❖ Attention to detail
- ❖ Attention to detail
- ❖ Self-Driven
- ❖ Quick Learner
- ❖ Keen for new responsibilities
- ❖ Analytical acumen



CAREER SUMMARY

A defence veteran with over two decades of progressive experience handling diverse administrative positions in the Indian Force seeking a senior position in the Human Resources Management domain. Adroit in Administration, Security Operations, Fleet & Material Management, Data Management and HR Management. Domain skill encompasses Staffing, Appraisal, Training, Performance Management, HR and Organizational Management. Also adept in Security Assessment, Security Audit & Vulnerability Assessment Fire Safety Compliance assessment



WORK EXPERIENCE

DEF SPEKTRA LLP : 03 Jul 17 to Present

Manager Security Operations & Advisor (Legal)

- Assessed & Audited Clients facilities for security vulnerabilities
- Designed Security policies and contingency management procedures for diverse client requirements.
- Piloted and executed manpower planning, training & development activities for clients.
- Developed modern security training policy to replace outdated training modules at facilities.
- Implemented security and disaster management protocols as per specific requirements of clients.
- Established comprehensive background verification procedure at client facilities to negate security breach.

INDIAN AIR FORCE : May 1994 to May 2017

Diverse Positions i.e. HR, Legal, Admin & Fleet Management

- Trained to handle various contingencies as a member of Quick Reaction Team (QRT).
- Optimally managed a 200 vehicle strong Air Force Transport Fleet and allied Human Capital.
- Seamlessly coordinated and executed all HR and data management activities optimally.
- Conceptualized and implemented training & development activities with external agencies.
- Piloted 'Rotational Manpower Planning' and achieved multi skilled manpower.
- As one of the Senior Law Associates ensured legal compliance and associated aspects seamlessly.



IT SKILLS

- ❖ MS Office Suite
- ❖ Digital Marketing Concepts
- ❖ Online Research
- ❖ Legal database citation search
- ❖ Web designing in Word Press



HONOURS & AWARDS

- Bagged the **Best Air Warrior Award** in 2007 for outstanding performance
- Speaker of Annual **Air Force Leadership Seminar** 2013
- Winner of awards in Sports and Military Training activities.
- Graded '**Exceptional**' in Annual Appraisal consistently.



LANGUAGES

ENGLISH	<div></div>
HINDI	<div></div>
TAMIL	<div></div>
MALAYALAM	<div></div>
KANNADA	<div></div>



CONTACT INFORMATION

+919958479050 / 7011801150



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EDUCATION

Master of Business Administration (HR) (Sikkim Manipal University)	-	2017
Bachelor of Law (LL.B) (M.J.P Rohilkhand University)	-	2010
Master of Marketing Management (Annamalai University)	-	2005
Bachelor of Arts (Sociology) (Annamalai University)	-	2003



COURSES & CERTIFICATIONS

- ❖ **ERP - SAP (HCM)** Module from CROMA Campus.
- ❖ Certificate course in **Intellectual Property Rights** from Indian Law Institute, New Delhi.
- ❖ **Administrative & Industrial Safety Officer Course** sponsored by the Ministry of Defence.
- ❖ **Assistant Security and Fire Officer Course** sponsored by the Ministry of Defence.
- ❖ **Lean Six Sigma Green Belt**
- ❖ **Six Sigma Waste Management Tools**
- ❖ Workshop on **Legal Rights & Right to Information (RTI), 2005**



PROJECTS & ACHIEVEMENTS

- Implemented and achieved reduction of vulnerability through deployment of visual monitoring aids and also brought down the expense of security manpower deployment by over 25% at client facilities.
- Developed and promoted the 'Annual Procurement Plan' through effective forecasting of consumables through past consumption analysis and effective cannibalization which brought down the expenditure on consumables by over 33%
- Initiated and achieved the under performer periodic appraisal which enabled the administration to identify individuals with performance issues and address the same through training or reallocation.
- Coordinated development of computerized fleet management system for an Air Force Supply unit effectively bringing down the annual transshipment schedule mileage by 18%.