

RESUME

SUNIL KUMAR CHOUBEY (INDIAN ARMY VETERAN)

PERSONAL DETAILS

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- Email id - skchoubey6002@gmail.com
- DOB : 10 August 1976
- TYS(Army) : 24 Yers 03 days

ADDRESS:

- Sky Residency, Flat N0- 605, Block – D, Adityapur - 1, Jamshedpur (JH) – 831013



OBJECTIVE:-

Pursuer a challenging position in a reputed company, where my work is recognized by utilizing my knowledge, skill and experience to the utmost level for the development and enrichment of organization.

CAREER SUMMARY

Backed with Military discipline and 24 years 03 days of experience in Indian Army **Telecom Communication**, **Administration** and **IT** support domain of INDIAN ARMY various project. My objective is to make a substantial contribution in Telecommunication & IT industry through dedicated and professional service to appointing company and career progression by fulfilling the company objectives.

EDUCATIONAL QUALIFICATION

- Complete Secondary exam in 1992.
- Complete Higher Secondary exam with PCM in 1994.
- Graduation with Math (Hons) up to part - III 1997 from B.S. City College (Vinobabhave University).
- Certificate course in Graduation awarded by Army

TECHNICAL QUALIFICATION

- Grading course in Electronic & Telecommunication from Military college of Electronics and Mechanical Engineering Secunderabad.
- Technical Proficiency Certificate in Electronic & Telecommunication issued by NCVT/NCTVT by Central Government Department.
- Certificate Instructor in Electronic and Communication from Military college of Electronics and Mechanical.
- Certificate course in Fire Fighting from NISM Bangalore.
- Certificate instructor in Computer from 1 ADV Base WKSP Guwahati.
- Certificate course in Security Training Supervisor from EME Record Secunderabad (Indian Army).

EXPREIENCE

JUNIOR COMMISSION OFFICER (MACP)

- 24 Years 03 days of experience in the field of maintenance, servicing with adequate exposure of **Administration dept**, **Communication** and **IT support** in Army.
- Enrolled as communication set in Army, worked on different type of communication and IT support equipment.
- Installation, repair and supervision work has also been done in Simulators in Army Base Wksp (Banglore).
- The work of instructor duty communication and IT support subject in Army.
- Adequate knowledge of technical documentation, logistic support and inventory holding, maintenance of ground support equipment's.
- Performed in the role of covering Communication, IT support and Administrator dept.

EXPERTISE SKILLS:-

(TECHNICAL)

- Telecommunication & IT support Knowledge.
- Worked in Dynamics NAV.
- Operation and maintenance (Repair).
- Assembling, disassembling & troubleshooting of Computer.
- Hardware, Package Installation, Disk partition & Disk quota.
- Basic Network Configuration, Managing & Maintaining LAN & WAN.
- Configuration, Installation of different type of Scanner, Printer, CCTV camera etc...
- Functional and Technical Skills.
- Operating System, Simulator & MS office Packages.
- Technical Support & Documentation.
- Resource, General factory & office management.
- Requirement Analysis.
- Training and Development.
- Coordination and Liaison.
- Good Communication

PROFESSIONALISUM

- ✓ Problem Solving
- ✓ Self-discipline
- ✓ Adaptive
- ✓ Highly Skilled
- ✓ Good Communication Skill
- ✓ Hardworking Work
- ✓ Team Management

ADMINISTRATIVE

- Acquired proficiency in managing the entire gamut of function such as Security, Firefighting, Gate in/out, GNR check in store, conducting disaster mock drill routinely to staff, housekeeping, employee accommodation, surprise check in store & individual.
- To make any industrial area progressive in the work in view of the security process 5S.
- Possess effective public relation skills and competent to deal with various aspects of services/civil matters.
- Planning and monitoring security arrangement of the industry, hospitals/establishments and deployment of security personal.
- Monitored entire office infrastructure and facility such as canteen, transportation, vehicles, buildings and office premises by using effective planning and preventive maintenance concepts.
- Expertise in managing and mentoring teams in Establishment, hospital administration and security procedures.
- Efficiently develop strategic plan for procedures and processes, initiatives and people management.

LEADERSHIP AND MANAGEMENT

- Proficiency and grasping new technical concepts quickly and utilize the same in productive manner.
- Extensive trade experience with proven track record of attending professional course thus ameliorating knowledge domain.
- Capability in displaying the confidence needed to face the toughest leadership challenges.
- A strong communicator with excellent collaboration and team building skill.
- Ability to understand the purpose, objective, practice and procedures of department. Possess good leadership qualities, thereby delivering results and achieving organizational objectives.

TEAM MANAGEMENT AND MOTIVATION

- A team player, with the ability in delegating people with complementary skills for maximum team effort and effectively draws on the strength of al team.
- Trained and instructed to have high sense of commitment and strive for the achievement of excellence.
- Possess strong communication, collaboration and team building skills.

LIAISON/CO-ORDINATION

- Ensure internal cohesion in the organization by maintaining a clear communication network between and various levels.
- Efficiently coordinating with various departments for the finalization of deliveries as per service level.

CRISIS AND DIASTER MNAGMENTS

- Coordinating with the organization response to a crisis/ emergency (Fire, Flood, any Emergency, etc.) in an effective, timely manner, disaster and emergency management programs.
- Handling the maintenance function involving scheduling of preventive, corrective & shutdown maintenance to maximize availability and reliability of machinery and equipment.

MANGEMENT

- ✓ Multi -Tasking
- ✓ Manpower Manage
- ✓ Logistic department
- ✓ Monthly Reports
- ✓ Team Handling
- ✓ Shift Schedule
- ✓ Transport Management
- ✓ Planning and Scheduling
- ✓ Decisions making
- ✓ Reporting & Communication
- ✓ Managing Quality
- ✓ Safety & Security

PROFESSIONAL EXEPRIENCE – 24 YEARS IN ARMY WORKED AS TECHNICAL IN **IT** and **ADMINISTRATION DEPT.** I Presently working with SIGMA HTS LLP (JH) as **HR /Admin** dept , **IT Support** since **11 Apr 2021** to till date.

DECLARATION

I hereby declare that the above mentioned information are correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date :

(Sunil Kumar Choubey)

