NON-TECHNICAL

**CURRICULUM VITAE**

**PRADEEP KUMAR SINGH**

**PERMANENT ADDRESS**

Flat No. C/503, Shri Shayama Prasad Mukharjee Nagar,

Kudasan, Gandhinagar

Dist - Gandhinagar

Gujarat – 382421

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**CAREER OBJECTIVE**: To succeed in an environment of growth and excellence, and to start afresh after retiring as a veteran from the Indian Air Force. Hard-working, driven, ambitious professional seeking a growth opportunity in the corporate world. I seek challenging opportunities where I can fully use my skills for the success of the organization.

**AREAS OF INTEREST**:

✔ Aviation

✔ Data analysis & maintenance

✔ Administration

✔ Instructor & teaching

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24 Years of experience in the Indian Air Force (Non-Technical).

✔ A good team player,

✔ Never shy away from responsibilities,

✔ Assessing outcomes,

✔ Creative & innovative thinking,

✔ Can manage multiple projects,

✔ Passionate in solving complex problems with logical thinking,

✔ Can adapt diverse cultures,

✔ I am well skilled in computers,

✔ I am conversant with English & Hindi

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The Indian Air Force gave me excellent opportunities. I would like to elucidate:

*Meteorological Assistant*

✔ 24 years of experience in Aviation Meteorology & many other fields.

✔ Trained to prepare weather reports, weather charts & thermo dynamical graphs and to issue weather advisories to various agencies.

✔ Skilled in operation, maintenance & troubleshooting of sensor-based weather instruments.

✔ Assisting in preparation of local & aerodrome forecasts and flight forecasts. Conducted weather briefings at various levels.

✔ 10 Years of experience in computation of weather statistics by analyzing the huge volume of weather data (30 years & more) with the help of MS-Excel.

✔ Experienced in Faculty Development & Management like drafting of syllabus, conducting exams & evaluation of para Military personnel like BSF,Assam Rifle etc.

✔ Maintaining office files & documents.

✔ As a supervisor, I conducted lectures & continuity training classes for staff.

✔ Issue Weather Warning to team concerned with Flight Safety.

✔ Handling departmental & civil correspondence.

✔ Prepared various weather reports & summaries.

✔ Management of manpower of the office.

✔ Management of manpower in Non-Public Fund.

✔ Experienced in Non-Public Fund, Mess Treasurer & supervising in Catering staff.

✔ Experienced in Canteen Store Dept & supervisor the staff.

✔ Deployment of Security & allocation of duties.

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✔ Post Graduation (Public Administration) from IGNOU - 63.0%

✔ Graduation (Public Administration) from Osmania University Hyderabad - 58.00%

✔ Graduation from Indian Air Force.

✔ Bachelor of Education from DDU Gorakhpur - 64%

✔ Associate Degree in Science from IGNOU – 66.50%.

✔ Advanced Diploma in Aviation Meteorology from University of Madras – 61.0%. ✔ Diploma in Meteorological Management from IGNOU – 70.0%.

✔ Certificate in Security Management of Strategic Installations from IGNOU – 74.0%.

✔ Certificate Course in Library & Information Science from IGNOU - 74%

✔ Certificate of competence of Indian Air Force post with SUPDT (Aeronautical Meteorology services in 24 years.

✔ Higher Secondary with **PCM** Subject (BIEC) – 77%.

✔ 10th class (BSEB) – 65.0%.

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NON-TECHNICAL

**TECHNICAL QUALIFICATION**:

✔ Certificate in Computer Basic from ICT Kolkata.

✔ Certificate in Computing from IGNOU.

✔ Certificate in Nuclear Biological chemical (NBC) Weapons from IAF.

✔ Certificate in Conventional Meteorological Equipment from IAF.

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**PERSONAL INFORMATION**:

∙ Date of Birth: 20th Feb 1980

∙ Father’s Name: Pundeo Singh

∙ Hobbies: Playing Badminton, Tourism & listening Music

∙ Gender: Male

∙ Marital Status: Married

∙ Language known: English & Hindi

∙ Location Preference: In & around Ahmedabad & Gandhinagar

∙ Expected Remuneration: Rs. 40000/- per month

∙ Contact Address: Flat No. C/503, Shri Shayama Prasad Mukharjee Nagar,

Kudasan, Gandhinagar -382421 (Gujarat)

∙ Contact Number: 6005133315 & Alt No. 8153029531

∙ Email ID: pradeeps728@gmail.com

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✔ Managing System computers & servers related to weather instrumentation.

✔ Managing office automation by using MS Word, MS Excel, MS PowerPoint & emails.

✔ Handling of Meteorological Databases for research work, computation of climatological statistics & weather briefings.

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*“Hard-working, goal-oriented, and a team player seeking an opportunity to*

*incorporate my skills and put them to use.”*

Regards,

*Pradeep Kumar Singh*