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| **SUMIT SAINI**  568/20 ,PREM NAGAR  ROHTAK-124001,HARYANA  Mobile: +91 9787471849; E-mail: [sumitnavy@yahoo.co.in](mailto:sumitnavy@yahoo.co.in) | **C:\Users\USER\Downloads\IMG_20221229_132303(2).jpg** |

**SEEKING A MANAGERIAL ROLE**

A disciplined, focused and dedicated Naval veteran with 20 + years of rich experience in Security, Safety, emergency crises management, Quality Assurance, Material Management, Defect Identification and Rectification on complex airborne equipments (both Soviet and Western origin) with administration skills.

Presently working in Dordarshan NEWS / PRSAR BHARTI at the post of Snr associate Admin HR CELL .I am Retired from Naval Service on 31 Jan 2023 (post completion of 20 years), looking for a responsible and challenging role in Corporate Sector preferably related with security, Multi – dimensional/ Multi – Tasking/ Upper Middle Management / Security Manager with a very high growth-oriented organization.

**Core Competence**

• Mentoring & monitoring a team of staff personnel, thereby ensuring optimum performance.

• Developing & preparing presentations to support instructions.

• Ensuring adherence to quality standards and maintaining all related documents.

• Inspecting the serviced work carried out, thereby ensuring compliance of standard operating procedures.

• Capable of displaying the confidence needed to face the toughest leadership challenges.

• Strong communication, collaboration and team building skills with proficiency of grasping new technical concepts quickly utilize the same in productive manner.

• Strongly motivated to achieve higher expectations to turn competitive impulses into the mist constructive channels for meeting organizational goals.

• Supervising the purpose, objective, practice & procedures of commitment and strives for the excellence.

• Excelling in delegating people with complementary skills for maximum team effort and effectively draws on the strength of team members.

• Proficient in disciplinary action & maintenance of harmonious employee relation.

• Holds the credential of having extensive trade experience & attending various professional courses.

• A competent Technical professional with 20 years of experience in Security, Quality Assurance, Firefighting, Administration, Technical Engineering, Logistics and Material Management.

• Experience in Aircraft Weapon System & maintenance of machineries, planning & rectification, optimum utilization of wide range of mechanical machine tools used in aircraft and industries.

• Managing time, office activities & maintenance of attendance/ leave records necessary for processing payrolls of employees.

• Maintaining co-ordination between the various departments for the finalization of deliveries as per the service levels.

• Ensuring internal cohesion on the organisation by maintaining a clear communications network between the various levels.

• Overall co-ordination with the organisations response to a crisis / emergency (fire, flood & accidents) in an effective & timely manner.

• Knowledge of safety precautions during operation and maintenance of aircraft, equipment, weapon, POL & gaseous materials.

• Periodic inspection of equipment and machine for ensuring good working condition.

**Areas of Expertise**

• Asset protection • Risk assessment • Incident investigation

• Access control • Security Management • Intelligence & vigilance

• Audits & security checks • Emergency handling • Overseeing Civil Works

• Quality Assurance • Defect investigation and Rectification • Manpower Management

**Experience**

* Asst Works Officer, RAQAS (Goa)
* Quality Assurance Officer (Boeing 737 - P8I Aircraft)
* Incharge of Petroleum & Oil Inspection, testing, analysis Laboratory at RAQAS Goa
* Master Chief in charge Safety & Security
* Master Chief Incharge CRO (Commander’s Routine Office)
* Team in charge for overseeing maiden Depot level inspection of Boeing 737-P8I aircraft by M/s Air Works at Hosur.
* Master Chief In Charge Aircraft Production (INS Rajali- Arakkonam)
* Master Chief Regulator, Base Support Facility, Arakkonam
* Section in Charge AW Section
* In Charge maiden Harpoon Missile Loading Team on P8I in March 2016.
* Team member for Flight and Acceptance Trials of P8I aircraft from US in Sep 2015.
* Air Ordnance Supervisor (P8I Aircraft)
* Manager, Bharat Gas extension Counter (INS Rajali)
* Air Ordnance Supervisor (TU-142M Aircraft)
* In Charge Air Store Control Organisation
* Team Member Quick Reaction Group for security of airfield
* AW Tradesman in Gun Bay located in Naval Aircraft Yard Goa

**Responsibilities**

• Execution of work orders for any civil work in Organisation

• Close Liaison with Military engineering Services for undertaking various works for the organisation.

• Managing VIP visit.

• Organizing periodic mock drills.

• Security surveillance of boundary wall and sea front.

• Sharing of monthly, quarterly and annually reports with Head office.

• Maintaining roaster and attendance of Defence civilian staff.

• Processing Work Orders for Supply of airborne equipment’s from authorise vendors.

• Material management.

• Preparation of Functional Brief for presenting to Inspecting Agency during Annual inspection

• Preparation of Annual QA Calendar for various Air Squadrons based at INS Hansa

• Carrying out QA Audit on Aircraft, Air Store, Maintenance Facilities, Depots

• Ensuring smooth flow correspondences with MES for timely execution of various civil works

• Overseeing works undertaken by civil agencies post obtaining No capacity certificate from MES

**Educational Qualification**

• 10+2 (Physics, Chemistry &Math) from Haryana board 2003.

• Bachelor of Arts (Sociology) from MDU Rohtak, in 2008.

• Master of Arts (English) from MDU rohtak, in 2013

• Bachelor of Science (Aeronautics Mechanical) from CUSAT Kochi in 2015

• MBA (Operations Management) from TNOU, in 2019

• 01 year Diploma in Fire Officer from National Institute of Security Management, in 2021.

• 01 year Diploma in Security Officer from NISM in 2022.

• Retail Entrepreneur Course at NIESBUD, Noida

**Professional Courses undegone within Navy**

• Quality Assurance Services (Aero) Course at Naval Institute of Aeronautical Technology, Kochi

• CPO Management Course at INS Agrani in Feb. 2018

• Chief Course for enabling Middle Level Management at NIAT Kochi in March 2015

• Short Aircraft Maintenance Course on Boeing P8I in Dec 2015

• Leadership Course at INS Agrani in Dec 2011

• Diploma in Aeronautics (Mechanical) in Mar 2011

• Certificate Course in Nuclear, Biological, Chemical Damage Control Course

• Advance Aircraft Maintenance (Aircraft TU-142M) in 2008

• Basic Computer Course (MS Office 2004)

• On Job Training (Practical) (Mar 04 to Aug 04)

• Professional Aircraft Maintenance Training (Sep 03 to Feb 04)

• Basic Naval Training (Feb 03 to Jul 03)

**Personal Details**

• Date of Birth: October, 29 1983

• Language Proficiency: Hindi & English

• Passport Details: W4441538 Exp.Dt: 14/11/2032

• 4 Wheeler DL : HR-12/DLD/3025

• Hobbies: Drawing, painting, photography, wood crafting and other creative work.

**I hereby declare that the above mentioned details are correct in best to my knowledge.**