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| **Profile**  A well trained, well disciplined Air Veteran, recently discharged from reputed, glorious and technology envisaged military paradigm of Indian Air Force.  A down to earth personality with reckonable 20 years of service experience in a diversified work profile, having futuristic approach towards all aspects of life. OBJECTIVES A sincere and hardworking individual intending to secure a responsible career opportunity in a reputable organization to fully utilize, and further expand my learnings, training, knowledge and skills while making a significant contribution to the success of the organization. Contact Mobile:  9017687051  EMAIL:  [FOLLOWINGMYSOULMATE@GMAIL.COM](mailto:FOLLOWINGMYSOULMATE@GMAIL.COM) activities and interests Music and Movies  Cooking  Mutual Funds  Internet Learning  Sophophilia | balwan singh WORK EXPERIENCEAir VeteranIndian Air Force December 2001 – December 2021  Served Indian Air Force with dignity for 20 years in the capacity of Senior Non Commissioned Officer. Experienced working in a diversified profile i,e Physical Training, Weapon Training, Security Duties, Surveillance duties on different Air Defence Radars and Surface to Air Guided Weapon (SAGW) Systems i,e SAM-III (Pechora) and Akash Missile System, worked in different Air Defence Control Rooms, Chemical Biological Radiological Nuclear (CBRN) Team duties, Aerospace Safety duties, worked in different office environments (In early stage as Office Assistant, at later as Office Supervision and Administration). Newspaper Agency FranchiseeSisana, Sonepat, Haryana April 1998 – December 2001  Franchised a Newspaper Agency in native village to bear educational expenses and earn livelihood till employed in Indian Air Force. EDUCATIONNIELIT New Delhi 31 Aug 21 – 26 Feb 22 NIELIT ‘O’ LEVELMaharshi Dayanand University Directorate Of Distance Education April 2009Bachelor of ArtsRed Cross Institute of Computer Science & Fashion Technology, SonepatMarch 2002 Integrated Diploma in Computer Applications Board of School Education Haryana S.M. Hindu Sr Sec School, Sonepat September 2000 Senior Secondary Examination Board of School Education Haryana S.M. Hindu Sr Sec School, Sonepat March 1998 Matriculation Examination key skills and characteristics Security Supervision  Office Management  Office Administration  Budget Management  Vendors and Procurement Management  Meetings, Seminars and Conference Management  Target Oriented Approach  Staff Training and Coaching  Poised under pressure  Friendly and Courteous |