**PERSONNEL BIO DATA**

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| **SUSHIL KUMAR YADAV**    H.No-06, Krishan Kunj Colony,  Laxmi Nagar  Delhi – 110092  Mobile No. 09891844725, 08800720580  Email: [sushil1.yadav1@gmail.com](mailto:sushil1.yadav1@gmail.com) | C:\Users\user\Documents\New folder\Picture 364 photo.jpg |

**OBJECTIVE**:

A highly motivated dynamic military veteran with multiple capabilities in the Field of Logistics, Man Management, Fleet management, Administration, Liaison, Training and Pro- Active Security Surveillance.

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| Date of Birth | 15 Aug 1963 |
| Date of Joining/Enrolment | **30 Jun 1983 (Indian Army)** |
| Date of commission | 01 Sep 2007 (Junior Commissioned Officer) |
| Date of Retirement | **01 Jul 2013** (F/N) Completion of Colour Service |
|  |  |
| Physical Standard | **Height-** 161 cm  **Med Cat** – Shape I |

**WORK EXPERIENCE:- 30 Years**

* Previously working in **INDIAN ARMY** as a **SUBEDAR** (Store Keeper Technical) and JCO In-charge Accounts.
* Procurement of stores:
* Local Purchase from local market on tendering procedures.
* Storage and Accountability of highly sophisticated equipments and their accessories
* Stocks as per nature of Equipments and items
* To check quality, specification, condition and accountability of the concerned items, equipments and stores received from any of the agencies.
* Proper distribution to the concerned person with the proper authority and organization with proper records.
* Material Management
* Buying/ Procurement Management
* Vendor Development
* Inventory Control
* Man and management
* Fleet Management
* Liaison
* Handling of Audit
* Facility Management

**FLEET MANAGEMENT**

* During 30 Years of Experience in fleet management
* In the starting of my service, I am looking **20 vehicles** for their maintenance, deployment, Maintenance of car diaries, kilometers Records, Records of services. Annual maintenance-Like Hub Greasing, Nipple Greasing, paints, Tyre rotation, Change of oil etc.
* Inventory control for each vehicles
* Maintenance of ledgers
* Receipt of new items and disposal of discarded items and vehs.
* Vintage of Vehicles.
* As the service is running up, I am looking lastly **150 Vehicles.**  It was always ensured, the man management for fleet pilots.

**SKILLS:**

* Store Keeper Technical:
* Material Management from various sources.
* Storage and accountability of highly Sophisticated Signals Equipments, general nature items and their accessories
* Procurement of all general nature items from various sources as per norms
* Stocking and Binning the Equipments as per their nature/ categories.
* Care and Preservation in all kind of Equipments and Stores.
* Inventory control for all types of Equipments, General Stores their Tools and accessories
* Proper accounting procedure is maintained
* Buying/Purchasing- Call of Tenders, Comparative statement, Purchase Order, Receipt of items as per specification and quality mentioned in Tenders.
* Issue and Distribution: Records of distribution to the concerned departments/ staff and sections.
* Maintenance and Accounting Procedure.
* Fleet Stores (Items) and their accessories: Records, Procurement, issue of records, Care and preservation.
* Vehicles and their Accessories and tools: preparation of Inventory for each vehicles, Maintenance of vehicles records, Kilometer Cards and consumption of oil and Records of service. Deployment of vehicles as per requirement and details provided.

**Computer literate**

* (Microsoft Word, MS Office, Excel, Power Point, Notepad).
* FoxPro.
* Basic knowledge in hardware.
* Basic knowledge in software
* C-DAC

**Security Surveillance Course**

* Pro -Active Security surveillance Course – C3i consultants India Pvt Ltd.- Delhi
* Diploma in Security and Banking – Cardinal Educational Society, Hyderabad

**EDUCATIONAL ATTAINMENT:**

* M.A (ENGLISH) from CCSU (FORMERLY MEERUT UNIVERSITY) in 1997.
* B.A from CCSU (FORMERLY MEERUT UNIVERSITY) in 1994.
* 12th from CBSE, B R MODEL SR SEC SCHOOL, SHAHDRA DELHI in 1981.
* 10th from CBSE, ASVJ HR SEC SCHOOL, DARYA GANJ New DELHI in 1979.

**DECORATION**

* **Additional Directorate General of Signals Intelligence - Commendation**
* **Chief Integrated Defence Staff - Commendation**

**KEY APPOINTMENTS**:-

* Logistics In-charge - Non Commissioned Officer
* Material Management- Non commissioned Officer
* Vendor Development- Junior Commissioned Officer
* Man management - Junior Commissioned Officer
* Fleet Management - Junior Commissioned Officer
* Administration - Junior Commissioned Officer

**PROFILE SUMMARY:-**

In 30 years of Army service, doing Logistics, Material Management, buying/procurement, Fleet Management, Inventory Control, Man Management, Facility management, Training, Liaison, Handle with Audit and Pro- Active Security Surveillance Course.

**PERSONAL INFORMATION:**

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| **Name:** | Sushil Kumar Yadav |
| **Date Of Birth:** | 15 AUGUST 1963 |
| **Gender:** | Male |
| **Marital status:** | MARRIED |
| **Language** | Hindi – Speak , Write  English – Speak, Write |
| **Personal Skills:** | Good self-confidence, Positive & Cooperative Attitude, Good analytical. |
| **Spouse** | Smt Kusum Yadav, (B.A) - **House Wife** |
| **Children** | **Son** –Ankur Kumar Yadav,B.Tech (CS) – Service  **Daughter** – Ankita Yadav, B.Tech (CS) - Service |
| **Correspondence Address:** | H.No-06, Krishan Kunj Colony ,Laxmi Nagar, Delhi 110092 |
| **Contact Number** | **09891844725**, **08800720580** |

I HEREBY DECLARE THAT THE ABOVE MENTIONED INFORMATION IS TRUE TO THE BEST OF MY KNOWELDGE AND BELIEF.

THANKING YOU,

(Sushil Kumar Yadav)