**Wing Commander Sushmita Sekhon**

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15 years of distinguished career in Indian Air Force with hands on experience in Administrative Functions and Human Resource Management with proven expertise in meeting organizational objectives under stringent deadlines and norms.

**Core Competencies**

**Human Resource Management**

* Team management
* Training and Career Planning
* Conflict & Grievance Handling
* Benefits & Compensation
* HR Policies & Legal compliance
* Talent acquisition & Retention
* Welfare

**Administration**

* Project Management (Infrastructure Development & Maintenance)
* Land & Estate Management
* Facilities Management
* Security, Crisis & Control Management
* Disaster Prevention & Management
* Policies & Strategies
* Event Management

**Profile Summary**

* Enterprising team leader with ability to handle diverse & large task forces and motivating teams in optimising performance level.
* Exceptional tact of handling people & industrial relations, extraordinary motivational skills & a pro-active approach to oversee Administration & HR Management flow so as to render perfect results.
* Expertise in management of projects involving cross functional activities.

• Excellent negotiation skills for liaison with Civil Administration, Government Agencies and other clients.

* Proficient in Vendor Management for contracts and procurement.
* Strong organising capabilities with an eye for detail.

**Professional Experience**

**Chief Administrative Officer**

* As Chief administrative officer, was responsible for overall administrative activities in order to achieve high level of organisational development aspects and operational effectiveness of the Air Force Station.
* Monitored, managed, supervised and also guided functionary heads of Human Resource, Works Services (Infrastructure development and management), Land & Estate, Contract Services, Finance & Accounting, Security & Fire, Civil Administration, Education & Training, Sports, Events & Hospitality, IT, Telecommunications, Procurement, Transportation, Messes & Catering and Welfare.
* Was advisory body to all operational department heads.
* Ensured effective liaison with Civil / Government Agencies.
* Responsible for defence land management, land acquisition and effectively resolved land related issues.
* Rich experience in handling security, fire services, crisis control and disaster prevention.
* Ensured Facilities Management of the organisation at the highest level.
* Organised and facilitated high profile events on a large scale.
* Management and development of various IAF ventures such as Schools, Messes, CSD Depots, Shopping Marts and related welfare ventures.
* Leadership role in Administration of 410 bedded multi-specialty Military Hospital.
* Responsible for Ex-servicemen Health Scheme (ECHS) of approx 21000 Armed Forces Veterans & their families -providing medical support.
* Ensured optimum utilization of non-public funds / financial ventures and achieving the annual growth targets.
* Handled the tasks related to salary & payroll management.

**Works Project Officer (Infrastructure & Facilities and Estate Management)**

* Responsible for developing detailed 20 year Master Plan for various IAF bases incorporating long term infrastructural requirements which included all operational, maintenance, domestic and recreational infrastructure & facilities.
* Conceptualized and planned major projects and all infrastructural requirements of Air Force Stations. Ensured budgetary control, qualitative execution and post execution management.
* Managed renovation, repair, maintenance & replacement of buildings, office equipment, appliances, furniture, furnishings, vehicles, environment and utility services such as electricity, water supply and air conditioning etc.
* Collaborated with architects, designers, contractors, engineering and procurement functions to formulate plans, estimates, construction schedules and timelines
* Proficiently handled projects worth Rs 350 crores: Infrastructure development & maintenance, auditing & inventory management, which includes projects such as Runways, Hangars, Hospitals, Roads, varied Technical & Non-Technical infrastructure, schools, domestic use buildings, Electricity & Water supply infrastructure and furniture etc.
* Land Management issues handled with effective liaison with government agencies in various AF bases. Single handed involvement in land acquisition from State Govts for construction of major airbases in the North East. This exhaustive process involved numerous discussions and liaison with senior most officials of the state govt including Chief Secretary of the states.
* Expertise in Estate management and Landscaping at various IAF bases.
* Managed projects of Air Force Network (AFNet), which is an IAF owned, operated & managed modern, state-of-the-art, fully secure and reliable network and gigabyte digital information grid.
* Proficiently managed and procured sophisticated facilities and assets of a premier zonal multi-specialty Military Hospital with high standards of maintenance & support services for patient/customer satisfaction at all times.
* Effectively managed the procurement, implementation and operations of Security & Surveillance systems, Housekeeping equipment, modernization of messes with advanced cooking appliances and energy saving systems for entire AF station etc.
* Vendor management - processed, approved purchase orders, acquisition, installation and commissioning of equipment required for facilities and updated inventory in fixed assets database.

**HR Head**

* As HR head, managed HR Functions across all facets for large task forces upto 2500 personnel and ensured quality of life with streamlined procedures and innovations in various IAF bases in varying operational and geographic environments.
* As team leader, was responsible for personnel policies, performance metrics, career progression, discipline, compensation & benefits, employee relations, counselling & grievance handling, welfare, oversee payroll & related statutory requirements and supervision of personnel from diverse cultural and ethnic demography.
* Management of personnel, manpower planning, forecasting, documentation and leave planning.
* Responsible for periodic and systematic performance appraisal of all personnel. This required evaluating year long performance and handling promotions, transfers and disciplinary issues.
* Developed/implemented Reward & Recognition schemes and HR policies.

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* Organised and executed large scale recruitment of personnel and their subsequent training.
* Trained, tasked and groomed personnel in various formats of military duties.
* Significant role as a Counsellor and responsible for handling grievance and disciplinary cases of vertically specialized and cross functional team personnel.
* Appointed as Women Psychological counsellor for 1500 women (i.e. families of personnel) and was responsible for their welfare, development and hygiene issues.

**Awards and Achievements**

• Appreciation Certificate by Air Officer Commanding for Professional Excellence: 2013

* Commendation by Air Officer Commanding-in-Chief (Maintenance Command) for Professional Excellence: 2012

• Best Department Award as Chief Administrative Officer: 2012

* Commendation by Air Officer Commanding-in-Chief (Eastern Air Command) for Professional Excellence: 2012

• Trophy for standing 3rd in order of merit inAdvance Professional Knowledge Course (mandatory IAF course for promotion and carrier progression): 2009

* Appreciation Certificate by Air Officer Commanding-in-Chief (Western Air Command) for Excellence in Parade: 2001
* Awards for creating & maintaining gardens in IAF bases.

**Educational Qualifications**

* Business Management, IIM Ahmedabad, 2013-14
* Post Graduate Degree in Business Management (HR), Institute of Management, Bhubaneswar, 1998

• BSc (Mathematics), Orissa University of Agriculture & Technology, 1996

* Junior Commanders Course, (AFAC) Air Force Administrative College,2005
* Flight Safety and Administration Inspection Course, Institute of Flight Safety, New Delhi, 2010
* Leadership and Behavioural Sciences Course, Air Force Administrative College, 2011
* Performance Appraisal Course, 2011

**Personal Information**

* Date of Birth: 29 Aug 76
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