

BHUPINDER SINGH

HR & ADMINISTRATION PROFESSIONAL

Targeting Middle-Level Roles in HR/Administration with a Reputed Organization

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Profile Summary

Dynamic and disciplined HR Administration Professional with 20 years of comprehensive experience in Human Resource Management, Administration, and Facility Operations within the Indian Air Force. Proven track record in policy formulation, team leadership, payroll management, compliance, and employee engagement. Adept at liaising with senior leadership to ensure smooth HR operations aligned with organizational goals. Strong communication and interpersonal skills with a passion for organizational development, security compliance, and workforce optimization.

Professional Experience

INDIAN AIR FORCE HRM / Admin Executive	Jan 2005 – Dec 2024
<ul style="list-style-type: none">Managed end-to-end HR and administrative functions for over 1500 personnel.Spearheaded training & development, performance management, employee services, compensation & benefits, and grievance redressal.Conducted employee appraisals, processed payroll, and led confidential investigations into employee grievances.Acted as legal liaison in coordination with military legal departments for disciplinary actions.Implemented HRMS performance evaluation tools aligned with strategic organizational goals.Oversaw procurement and inventory of classified materials, ration supplies, and logistics.Ensured labour law compliance, safety standards, and campus security protocols.	

Education

IGNOU MA (Master of Arts)	2016
Bangalore University BA (Bachelor of Arts)	2010

Key Areas of Expertise

HR & Talent Management, Administration, Procurement & Logistics, Security & Compliance, Government Liaisoning.

CORE COMPETENCES

Performance & Appraisal Systems, Payroll & Leave Management, Audit & Financial Clearance, Vendor Relationship Management, Labour Hiring & Compliance, Material & Inventory

Technical Proficiencies

e-Office (NIC's Mission Mode Project), IMMOLS – IAF's Integrated Material Management System, IAF POR System – Large-scale data administration, MS Office Suite – Excel, Word, PowerPoint, Power BI, Internet, Networking, Hardware Maintenance, Digital Signature Registration Authority operations.

Training and Certifications

- Diploma in Office Administration & Hotel Management
- Certificate in Security of Strategic Installations
- Basic Cryptography Course
- Certificate in Cyber Security Literacy
- Advanced Officer Training – Ethereum in Blockchain
- Computer Hardware Maintenance Technician 'O' Level
- Registration Authority (RA) Training – Digital Certificates

Key Achievements and Responsibilities

- Successfully managed inventory of secret & classified equipment.
- Coordinated high-level meetings and strategic conferences with precision.
- Designed and executed HR policy reforms and appraisal systems in line with organizational goals.
- Oversaw logistics and cost optimization, achieving considerable savings in operational costs.
- Maintained compliance with statutory bodies and ensured timely audit clearances.
- Directed employee engagement events, safety drills, and cultural initiatives.

Personal Information

- Date of Birth: 24 April 1986
- Marital Status: Married
- Languages: English, Hindi, Punjabi