

BHUPINDER SINGH

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**(HR Administration Professional)**

Targeting middle level opportunities with an organization of high repute in any industry

PROFILE SUMMARY

Qualified with extensive Defence background in advanced HR management process. Expert bringing expertise in HR functions and methodologies. Highly skilled HR Executive with outstanding team leadership abilities to meet targets consistently. Responsible and passionate about delivering outstanding quality and service. Utilizes superior communication skills to build meaningful, trusting relationships that exceeds client demand. Effectively manages assignments and team members. Dedicated to self-development to provide expectation-exceeding service.

PROFESSIONAL EXPERIENCE

Indian Air Force

HRM/Admin Executive

Jan 2005 – Dec 2024

AREAS OF EXPERTIES

- An effective communicator with excellent relationship building and interpersonal skills, strong analytical, problem solving and organizational abilities.
- Strategized responsibility for Training Development, Compensation and benefits, Performance Management, Employee Services functions.
- Collaborated with Senior Management and Department Heads for timely resolution of employee queries/grievances in accordance with company policies and procedures and build a harmonious work atmosphere.
- Organized yearly employee appraisal reviews and discussed performance-related benefits with various branch heads.
- Supported management and provided expert legal advice on disciplinary and grievances issued in concurrence with higher legal experts.
- Gathered and analysed data extensively to obtain useful HR metrics.
- Co-ordinated monthly payroll by collecting employee timesheets, reviewing and submitting to accountants for processing.
- Mentored and provided the utmost support to the members with various HR-related issues and liaised with Heads of Department to find best resolutions.
- Assessed and implemented a company-wide performance management system that is linked to the core vision and objectives of the business.
- Skilful in identifying loopholes, hindrances, devising strategies/process to smooth-line the administrative functions and identifying value adds to existing processes.
- Driving the entire scope of administrative and office management including in depth Campus Safety and Security, Facility Management and Vendor management.
- Proficient in managing work force, procurements and Inventory management of the organization.
- Expertise in Labour management, statutory compliance and discipline management.
- Conducted screening, interviewing and background checks for job applications annually.
- Contributed in the company's talent acquisition and recruitment process in accordance with the rules and regulation laid down by Ministry of Defence.

CORE COMPETENCIES

- Possess exceptional knowledge of Office Administration, recruitment of Central Govt vacancies, manpower management, event management, Audit clearance, Store maintenance, Inventory and procurement procedures.
- Developing and implementing policies on issues such as working conditions, performance management and equal opportunities.
- Overall responsibility for payroll and database management of more than 1500 employee. Adept in attendance and people management policy.

- Ample experience in arranging and conducting various conferences/meetings. Experience in personnel management, appraisal system and feedback.
- Developing relationships with the employees who are seeking advice and counsel on HR, cultural and organizational issues. Maintain confidentiality of all relevant information.
- Facilitated integration of diverse workgroups, cultures and newly acquired assets. Preparation and finalization of KPIs and KRAs. Documentation and offer closure.
- Implemented merit increase and salary review system with built-in factors such as salary review budget, company performance and individual performance.
- Strengthened Time and Attendance Management System, Visitor Management. Disciplinary procedures and Absence Management.
- Administered for maintaining welfare and discipline among the employees. Managing employee records pertaining to leave data, pay & allowances and emoluments, procurement of daily ration and publishing their occurrence on scheduled basis. Assessed, approved and processed all leave, compensation and benefits.
- Re-structured HR Management system applicable to the administrative branch.
- Managing demand and distribution of secret and confidential equipment and publications as a nodal point and monitor their destruction/return after usage.
- Monitoring inventory of stock for ration, equipment and publications.
- Developing & implementing key procurement strategies and ensuring that plans are aligned with all contractual & statutory requirements, creating contingency plans to ensure smooth function of organization.
- Proactive and team oriented with proven acumen to manage diverse and large teams using strong organizational skills, out of box thinking and innovative problem solving abilities.
- Managed budgets, operations, accounting staff and logistics and created awareness among the associates about the wastage & excess consumption of various consumables as part of reducing the expenses of the company.
- Directed the facilities day to day operations such as building access keys and back up to security access cards, stocking up the pantry, office mail management etc

KEY RESULT AREAS

- General Administration
- Office management and Administrative functions.
- Preparing minutes of meeting and submitting of reports within stipulated time.
- Close monitoring of Appraisal and submission before the deadline
- Manpower management
- Financial audit clearance from Govt Audit agency
- Labour hiring through contract and distribution
- Facility management.
- Campus safety and security management
- Fire Fighting Safety Audit
- Store and Warehouse Management
- Liaison with Govt officials and the higher authorities
- Inventory management of Secret and Classified equipments.
- Spearheading end-to-end administration activities inclusive of finalisation of SOP, Civil liaison.
- Developing and negotiating with vendors & evaluating vendor's performance in terms of quality, delivery and service for achieving cost effective purchases, raising purchase orders for supply & work orders.
- Conduct of Core Group Conferences and High level meetings.
- Liaison with civil administration for the smooth conduct of various organisational events/obtaining necessary information.
- Implementing stringent systems/measures to establish and maintain high security standards.
- Maintenance of office and its equipment and record keeping of office stationery.
- Organizing events like Strategic Annual conference, OJTs, Valedictory and festive functions, sports meet and planning excursions.

RELEVANT SKILLS

- Administration and office management
- Logistics system and documentation

- Secretarial Functions/Management
- Hostel management
- Hotel management
- Team management
- Government Recruitment
- Compliance and safety
- Security management
- Material and Inventory management
- Registration authority management
- Cost control & Improvement
- Vendor relationship management
- Labour management
- Strategic planning/Budgeting
- Warehouse and storage optimisation

TECHNICAL SKILLS

- E-office – a Mission Mode Project (MMP) under the National e-governance programme of the Government, developed by NIC.
- Registration authority – enrolling and managing individuals/appointments for Digital Signature Certificate
- IMMOLS - Integrated Material Management Online System, used by the IAF to manage inventory control and logistics, according to Business Standard
- HRIS, IAF POR system (Large scale database management system)
- MS office, Power BI, Automation, Internet & Networking.

EDUCATION

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| ➤ 2010 | BACHELOR OF ARTS | BANGALORE UNIVERSITY |
| ➤ 2016 | MASTER OF ARTS | IGNOU |

TRAINING & CERTIFICATION

- DIPLOMA IN OFFICE ADMINISTRATION AND HOTEL MANAGEMENT
- CERTIFICATE IN SECURITY OF STRATEGIC INSTALLATIONS
- BASIC CRYPTOGRAPY COURSE
- CERTIFICATE IN CYBER SECURITY BASIC LITERACY
- GOVT OFFICER TRAINING ADVANCE ON ETHEREUM IN BLOCKCHAIN
- COMPUTER HARDWARE MAINTENANCE TECHNICIAN 'O' LEVEL
- COURSE FOR PERFORMING REGISTRATION AUTHORITY ROLES

PERSONAL DETAILS

- Date of Birth 24 Apr 1986
- Marital Status Married
- Languages Known Fluent in English, Hindi and Punjabi