

CURRICULUM VITAE



Villa No.145, Block – A,
Sector – XU3,
Greater Noida,
Distt - Gautam Buddh Nagar
Uttar Pradesh : 201 310.
Contact № : 77559 19701.

SERGEANT RAJIV GHOSH (Retd.)

PROFILE SUMMARY

- A dynamic, enthusiastic and result oriented **ex-serviceman** with **20 years** of extensive work experience in the field of Administration, Logistics, Material Management, Transport and Strategic Security Operations in Indian Armed Forces (**Indian Air Force**; from 09 May 1996 to 31 May 2016) in the designation of **Senior Non-Commissioned Officer** (rank : **Sergeant**).
- Served as **Estate Manager** of **Satyam Properties and Colonizers, Chapraulla, Ghaziabad** for one year after retirement from Indian Air Force.
- Served as **Personal Secretary** to **Former Governor of Arunachal Pradesh & Mizoram** for a period of 7 months.
- Currently serving as **Administrative Head cum Manager** of **Shaheed Major Anurag Convenience Arcade, IOCL Retail Outlet, Noida** since 02 years.
- Serving voluntarily as **State Secretary** of **Veterans India (U.P. Division)** (India's largest NGO of Ex-servicemen) imparting help and support to ex-servicemen and their families, residing in Gautam Buddh Nagar.
- Imparted training in **exercising adequate security measures to safeguard the Government property** from theft, sabotage and fire risks and specialized in handling of various Fire Fighting appliances.
- Extensively worked in ERP system - **IMMOLS** (Integrated Material Management Online System) in Directorate of IMMOLS & MIS, Air Headquarters, Vayu Bhawan, New Delhi.
- Adept at ensuring effective utilization of manpower, proper accounting and maintenance of inventory / store, Receipt & Dispatch of goods as per the specified time frame and to give proper guidelines on administrative / logistics related issues.
- **Enterprising Team Leader** with the ability to inculcate team spirit among workers and achieve desired goals within desired time frame with the available resources while maintaining the required quality standard in varied condition.
- As **PS** to Governor (Rank of Lieutenant General) has made me emerged as an **effective communicator** with excellent negotiation, leadership, liaisoning and social skill that can build and maintain relations across and beyond organization.
- **A collection of Flora & Fauna at home** sheltering 02 giant dogs (St. Bernard & Labrador Retriever), a White Persian cat, a Black Persian cat, Russian Guinea Pigs, Great Alexandrian Parrots, a pair of Cockatiels and more than a dozen of Love Birds and Exotic Fishes, taking care of each pet personally.
- Holding a **Commercial Driving License** (NT+T) for LMV - GV numbering UP32-12384 dated 28 Feb 2017.
- Holding a **Civil Arms License** (All India Valid) [defense quota] numbering 5233/DM PUL dated 15 Apr 2013 and in possession of **0.32 caliber NP bore Revolver**.

PERSONALITY TRAITS

In the past 20 years of military service, my experiences have provided me opportunities to initiate systematic planning and methodology to meet the administrative challenges in any field. Organize events in perfection to the extent possible and meet deadlines. **Easily share additional responsibilities willingly** and execute them with competence.

EXPERIENCE

- Office Administration (Provisioning & Inventory)
- Housekeeping & Security Control
- Transport Management
- Stores, Space & Material Management
- Purchase and Vendor Management
- Station Security / Safety.

LANGUAGE PROFICIENCY

English, Hindi, Bengali and Arabic.

COURSES

- ✓ **Certificate Programmes in Public Procurement and Contract Management** conducted online by **Governance Global Practice, The World Bank** in yr 2017.
- ✓ **Entrepreneurship & Small Business Management Course** at Wigan and Leigh College of India (WLCI), New Delhi in yr 2016.
- ✓ **Composite Nuclear Biological & Chemical Bomb Indoctrination Course** conducted by Air Force Institute of NBC Protection, Aya Nagar, New Delhi in yr 2011.
- ✓ **Certificate of Proficiency in Arabic Language** prescribed by School of Foreign Languages, Ministry of Defense, New Delhi in yr 2009.
- ✓ **Logistics Staff Course on MI-25 / MI-25U / MI-35 Helicopters** held in MI-25 / MI-35 Tetra School, Air Force Station, Pathankot in yr 2003.

ACHIEVEMENTS

- ✚ Specialized in handling of **Small Arms, Automatic weapons and Rifles, Sten Machine Carbine Gun, Light Machine Gun**, etc.
- ✚ Dealt with IMMOLS and gave solution on store procedure related problems with close co-ordination with TCS at Directorate of IMMOLS, Air Headquarters, New Delhi in year 2008.
- ✚ Handled Petrol, Oil and Lubrication Depot single handed during **Operation Meghdoot** and **Fire Power Demonstration** Exercise in Pokhran (Rajasthan) in year 2013, for which I was awarded with **commendation** of the Air Officer Commanding-in-Chief.

EDUCATIONAL QUALIFICATION

- **Graduation degree:** As per Govt. of India, Ministry of Personal Public Grievance and Pensions (DoPT) Office no. 5012/8/82/Estb (D) dated 12 Feb 1987.
- **Degree of Interpretership in Foreign Language (Arabic)** from School of Foreign Languages, Lodhi Road, Ministry of Defense, Government of India in yr 2010.
- **Graduation in B.Sc. (Zoology & Botany)** from University of Lucknow in year 1998.
- **Intermediate** from Boys' Anglo Bengali Inter College, Lucknow in year 1994 (UP Board)
- **Matriculation** from City Montessori High School (RDSO), Lucknow in yr 1992 (ICSE Board).

HOBBIES

Gardening / Bonsai & Cactus, Biking, Garaging (working on cars), Pets (Dogs / Birds / Cats / Fishes), Collecting antique clocks, Stamp Collection, Photography, Electronics and Listening music.

PERSONAL INFORMATION

- ✓ Marital Status : Married (Spouse - **Ritu Goutam**)
- ✓ Family : Son - **Aksansh Ghosh** (11 yrs) & Daughter - **Aditri Ghosh** (04 yrs),
- ✓ DOB : **25 Oct 1976**
- ✓ Vehicles owned : **4-Wheel** : Maruti Wagon-R
2-Wheel : Harley Davidson C1200 and Honda Activa

I, Ex-Sergeant Rajiv Ghosh, hereby solemnly declare that the above information given by me is true to the best of my knowledge and belief.

