MANOJ KUMAR

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SENIOR MANAGEMENT PROFILE: HR / HOSPITALITY / EVENTS (IAF)

EXECUTIVE SUMMARY

- Senior defence personnel with 26 years of experience in diverse roles across the organizational hierarchy; commended by the senior management on multiple occasions for consistently rendering superior quality service.
- High-performing and skilled in driving process improvement initiatives with consistent success in maximizing operations and business efficiency; adept at interdepartmental coordination to maximize business functionality.
- Skilled in analysis & interpretation of data, generation & consolidation of various reports, maintenance of status updates.
- Proficient in working on strategic management, organizational development, conducting organizational assessments, performance management and process engineering/re-engineering.
- Efficient Team Leader & Player, combining communication, interpersonal & problem solving skills coupled with analytical/ decision making and leadership capabilities to enhance organizational objectives.
- Looking for a leadership role in the Human Resources Management function to apply professional competencies and industry knowledge and contribute to company's top and bottom-line.

AREA OF EXPERTISE

► Operations & Administration	► Performance Management	► Management Reporting / MIS
► Training and Development	► Planning and Administration	► Communication and Presentation
► Employee Engagement	► Events Management	► Liaison & Coordination
► Employee Welfare Measures	► Stakeholder Relations	► HR Management
► Personnel Policy Guidelines	► Hospitality Management	► Team Leadership

PROFESSIONAL EXPERIENCE

Junior Warrant Officer, May 1992 to 31 May 2018
Indian Air Force

> *Commended by the Chief of Air Staff in 2011*
> *and*
> *Awarded by Station Commander in 1995*
> *for consistent and dedicated service*

Key Responsibilities:

Administrative Activities
- Manage day to day administrative aspects for managing ceremonial activities, organizing conferences, resolving issues related to family pension and other employee grievances.
- Optimize resource utilization and streamline processes aimed at enhancing operational efficiency and departmental profitability.
- Collaborate with concerned authorities in drafting, organization, implementation and operation of local policies; evaluation of performance/ improvement initiatives, accident prevention programs.
- Manage accident prevention activities across assigned areas of operation in compliance to various organizational standards and procedures.
- Prepare / present various status reports for the senior management and other stakeholders to enable effective decision making.

Human Resource Management
- Ensure compliance to organizational policies and other statutory regulations pertaining to documentation/ archival of organizational records.
- Manage HR related correspondence, maintaining HR calendar and rendering administrative support to human resources related to salary certificate, probation letter, promotion and termination.
- Enhance employee satisfaction by implementing various employee welfare schemes and streamlining HR processes.

Team Leadership

- Acquaint employees on organizational policies and interpret various statutory amendments to implement the same in day to day business transaction.
- Evaluate team performance and render productivity enhancement feedback. Organize training sessions for team members based on identified training needs.

EDUCATION

- **MA (Sociology),** Annamalai University, 1999
- **BA (Public Administration / Sociology)**, Osmania University, 1995
- **Associate Degree in Arts,** IGNOU, 2013
- **Certificate in Security Management of Strategic Installations**, IGNOU, 2011
- **Diploma in hotel Management and Office Administration,** IGNOU, 2012
- **Diploma in Marketing and Sales Management**, URICM (sponsored by DG Resettlement, MoD), 2018

PERSONAL DETAILS

- **Nationality**   : Indian
- **Date of Birth**   : 01 Dec 1973
- **Language**   : Fluent in English and Hindi and understanding Gujarati

~ REFERENCES AVAILABLE UPON REQUEST ~