U Vinod Kumar

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Summary

A seasoned professional with over 30 years of distinguished service in the Indian Air Force. I possess extensive expertise in institutional security management, leadership, human resource management, project management, and operations management. My skills also encompass cross-functional facilitation, budget planning, stakeholder communications, asset management, team building, air operations, and personnel selection.

Experience

Chief Administrative Officer | 12/2022 - 12/2024
Oversee and manage the day-to-day administrative operations of the station, ensuring the seamless delivery of essential services. Supervise personnel management, welfare, and discipline, implementing policies to maintain high standards of conduct and morale. Administer human resources functions, leave management, and career progression. Assist in the preparation and execution of the unit's budget, ensuring judicious allocation and utilization of resources while monitoring expenditures to ensure compliance with financial regulations. Ensure security of personnel, equipment, and sensitive information by enforcing robust security measures and safety protocols, ensuring all administrative activities align with established security regulations.

Defense Institute of Psychological Research
Head of Training Division | 05/2019 - 12/2022
Oversaw the overall conduct of selection procedures across the three services selection boards and conduct standardization exercises. Tested and trained officers from all three services and coast guard to qualify as Group Testing Officers and Interviewing Officers for their respective Service Selection Boards, ensuring the highest standards of selection and assessment processes.

Chief Administrative Officer | 05/2018 - 04/2019
Managed the overall administration and welfare of personnel, overseeing security, provision of essential services, and infrastructure development. Addressed personnel grievances and handled disciplinary matters with a focus on resolution and organizational efficiency. Ensured the upkeep and maintenance of infrastructure, including office buildings, residential accommodations, and operational facilities. Acted as a liaison between the base/unit and external agencies, such as government departments, contractors, and service providers, to facilitate smooth coordination and operations.

Security Training School
Commanding Officer | 06/2016 - 04/2018
Established the first-ever security training school of its kind in the Indian Air Force, pioneering a structured program for training officers and airmen in arms handling, combat techniques,search and cordon and the security of critical assets.

Personality Analysis Officer | 04/2014 - 05/2016
Monitored and assessed performance of cadets at Air Force Academy recommended from service selection boards (SSB) across the country.

Group Testing Officer | 11/2009 - 03/2014
Evaluated and selected candidates for commissioning as officers in the Indian Air Force, successfully testing over 4,000 candidates over a span of 5 years.

Air Force Police
Deputy Assistant Provost Marshall | 06/2006 - 10/2009
Oversaw law and order across multiple stations within the Delhi region, leading investigations into organizational cases with precision and diligence. Served as a supervising officer for national events such as Republic Day and Independence Day, ensuring seamless coordination and execution. Facilitated engagements involving foreign dignitaries, including political and military leaders, as well as foreign heads of state.

9 Airmen Selection Centre
Commanding Officer, No | 07/2003 - 05/2006
Led the selection and recruitment drives for airmen into the Indian Air Force, ensuring a streamlined and efficient process. Collaborated with the civil administration to coordinate and facilitate recruitment rallies across India.

Education

University of Petroleum and Energy Studies
Master's of Business Administration (Aviaiton Management) | 11/2022

University of Kerala
Master's of Science | 05/1990

Madras Christian College
Bachelor's of Science | 04/1988

Certificates

Basic Provost and Security Course, General Intelligence and Security Course, Computer Facilitated Crimes Course, IBM, National Security Course, National Police Academy, Management Development Program on Organizational Behaviour, Chief Administrative Officer's Course