

SUNIL GUPTA

ADMINISTRATIVE OFFICER

CONTACT

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Bikaner, Rajasthan, India

EDUCATION

2024-2025
IIM INDORE
- Program in International Business Management

2022
Civil administration Course
2021
- GTO Course from DIPR

2018
Security Course from NISA
2005-2014
Air Staff Courses from AFAC
2015 - RTI course

1997-1999
UNIVERSITY OF PUNE
- M Com

SKILLS

- Administrative Leadership
- Budget Management
- Team Development
- Resource Allocation
- Event Planning and Execution
- Digital Transformation)
- Strategic Communication
- Problem-Solving and Critical Thinking

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

PROFILE

Experienced military leader with extensive exposure to administrative functions across multiple levels. Proven track record in leadership, financial management, digital transformation, and team development. Seeking a senior administrative role to leverage skills and contribute to nation-building initiatives in the civil domain.

PROFESSIONAL EXPERIENCE

Air Force Station, Bikaner 2022 - PRESENT

Civil Administration and Officers' Mess

- Developed and executed comprehensive administrative strategies aligned with organizational goals.
- Led and mentored a high-performing multi-tasking team.
- Managed day-to-day affairs, resource allocation, and performance monitoring.

Central Air Command

Administrative Coordinator 2020 - 2022

- Oversaw COVID data and trained non-medical personnel for emergent needs.
- Implemented e-office systems to promote digitization.
- Managed resource allocation and daily operational activities.

National Defence Academy 2018 - 2020

Financial Advisor to Commandant

- Monitored procedural compliance for multiple projects and procurements.
- Oversaw an annual budget exceeding 60 crore rupees.
- Ensured correct application of financial powers and compliance with regulations.

Air Force Station Kumbhirgram

Security Officer 2016 - 2018

- Developed and led security strategies and exercises.
- Mentored security teams and fostered a motivated work environment.
- Member of the School Management Committee. Monitor budgets and all round development of the school.

Air Headquarters

Administrative Cordinator 2013 - 2016

- Coordinated administrative functions among multiple directorates.
- Organized meetings, managed follow-ups, and streamlined operational workflows.
- Revised and updated old policies in line with emerging technologies.
- Streamlined conference management and follow-up mechanisms.

Maintenance Command

Welfare Fund Manager 2010 - 2012

- Monitored grants and ensured community welfare across units.
- Acted as Cash Assignment Officer for ECHS and established a new polyclinic
- Member of the School Management Committee.

Air Force Station Bathinda

Manager, regimental shops and Welfare activities

- Managed shops and welfare events; established an Air Warrior Club for quality of life improvements.

Air Force Station Allahabad

Catering and Sports Officer

- Managed airmen mess operations, modernized kitchen equipment, and organized sporting events.

REFERENCES

Air Cmde Aditya Jain (Retd)
CPSO, HQ CAC
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