Sanjay Kumar Upadhyay



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New Delhi

19 May 1976

PROFILE

Disciplined and performance-driven administrative professional with 30 years of exemplary service in the Indian Air Force. Highly experienced in office administration, personnel management, logistics coordination, and protocol handling. Proficient in MS Office tools with a strong focus on accuracy, confidentiality, and efficiency. Seeking to leverage defense-honed leadership and administrative experience in the role of **Administrative Officer**.

EDUCATION

Bachelor of Arts (B.A.)
Agra University

Bachelor of Arts (B.A.)
IGNOU

Diploma in Security Management of Strategic Installations
IGNOU

CERTIFICATES

- https://certificate.milvest.in//verify/9d37b54e22
- https://acrobat.adobe.com/id/urn:aaid:sc:US:11b -2a07-4267-811f-b4b6d2de7a21

PROFESSIONAL EXPERIENCE

Indian Air Force

- Managed large-scale administrative operations including personnel files, postings, documentation, and logistics.
- Led protocol duties, event organization, ceremonial functions, and official correspondence.
- Supervised teams in day-to-day administrative tasks ensuring policy compliance and efficiency.
- Maintained digital and physical records using MS Word and Excel.
- Oversaw sports infrastructure, discipline, and welfare activities at command level.
- Completed Warrant Officer Leadership & Management Course, securing **1st position in order of merit.**
- Managed large-scale catering and refreshments for Air Warriors across multiple locations and events.

AWARDS

Awards & Honors

- **Promoted to Junior Warrant Officer (JWO)** in **17 years** — **youngest in batch** to receive this rank.
- **Awarded by the Chief of the Air Staff (2013)** for handling **ceremonial contingents** and leading the team to **3 consecutive Best Marching awards** in Republic Day Parade.
- **Recognized by AOC-in-C, HQMC (2020)** for outstanding performance as **Warrant Officer IC Administration & Sports**.
- **Received 'USTAAD' award (2021)** for **excellence in trade proficiency and technical administration**.

SKILLS

Key Skills & Proficiencies
Administrative Skills:

- Office & Facility Management
- Procurement & Inventory Control
- Event & Protocol Coordination
- Staff Supervision & Development

Technical Skills:

- MS Word, Excel, PowerPoint
- Office 365 & Outlook
- Digital Record Keeping Systems

Soft Skills:

- Leadership & Team Management
- Discipline & Reliability
- Time Management
- Effective Communication

LANGUAGES

Efficently well spoken in :
Hindi
English

INTERESTS

Personal Interests & Sports Activities

- **Cycling** – Long-distance and endurance cycling for fitness and recreation
- **Badminton** – Regular player with keen interest in strategy and agility-focused gameplay
- **Fitness & Outdoor Activities** – Passionate about maintaining physical wellness through active routines
- **Team Sports Participation** – Promoting teamwork, discipline, and competitive spirit