

DHEERAJ KUMAR SINGH

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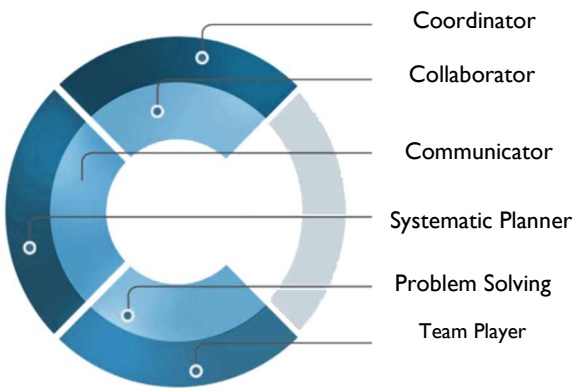
SENIOR-LEVEL PROFESSIONAL
STORE AND WAREHOUSE MANGEMENT I GENERAL ADMINISTRATION | OPERATIONS MANAGEMENT | HUMAN RESOURCE MANAGEMENT | SECURITY

PROFILE SUMMARY

- **Seasoned professional offering 20+ years of service with the Indian Air Force**
- **Last deputed at Force Station, Tezpur. Indian Air Force Journey (16 Dec 2002- 31Dec 22)**
- Proven track record of establishing and restructuring processes with proficiency in effectuating plans for achieving targets
- Pivotal in devising plans ensuring optimum utilization of resources and maximum cost savings
- Demonstrated competencies while working closely with all levels of management within the organization to determine needs as well as developing strategies, planning, execution, and providing the necessary support
- Adroit in identifying loopholes, and hindrances, devising strategies/processes to smooth line the administrative functions, and identifying value adds to existing processes
- Experienced in handling operations entailing planning, budgeting and resource deployment for streamlining processes
- Dexterity in providing effective employee recruitment and selection (Talent Acquisition) policy by approved human resources plan
- Significant expertise in managing a wide spectrum of human resource management functions entailing training and development, maintaining relations to secure a sound work culture
- Possess a high degree of personal maturity and professional well-roundedness in addition to in-depth functional knowledge in every administrative function
- Expertise in managing contractors, personnel management, statutory compliance, and discipline management
- Decisive leader with proven acumen to lead and manage diverse and large teams using strong organizational skills, out-of-the-box thinking, and innovative problem-solving abilities

Key Skills:
Warehouse Management ~ Inventory control and optimization ~Team Development and Leadership ~Safety and compliance Standards~ Cost Reduction and Efficiency Improvement ~ Logistic planning and Co-ordination ~ Vendor and Supplier Relation ~ Budgeting, Procurement & paymentent ~Stakeholder Management ~ Data Analysis and Performance Metrics ~ Security Management~ General Administration ~ Store Audits and PST

SOFT SKILLS



SCHOLASTICS

- PGDM in HRM from NMIMS; 2020-2022
- LL.B from RTMNU, Nagpur; 2016-2019
- M.Com (Banking) from Madurai Kamraj University; 2010-2012
- B. Com from IGNOU; 2007-2010

Professional Enhancements:

- Trained in Basic Installation Security Course at Regional Training centre, Arakkonam (TN) by CISF
- Store Accounting accounting
- Certificate in Security Management of strategic Installation – IGNOU
- Diploma in Accounts Management – IGNOU
- Certificate course in Computer and Accounting Management
- Tally ERP9

AREAS OF EXPERTISE

General Administration/ Facility Management

- Handling general administration, documentation, audit, routine orders, travel and hospitality arrangements of executives /staff members & visitors of the organization
- Managing logistics operations & ensuring optimum stock levels of stores/material & their resourceful deployment / utilization
- Handling day-to-day management of the facility, viz. monitoring operations of systems, identifying issues, following up with vendors, maintaining a record of equipment performance, logbooks, etc.
- Developing and implementing key procurement strategies/purchase schedules from the vendors and ensuring alignment with organizational objectives
- Supervising the functioning of the company-owned vehicles, ensuring their smooth functioning & resolving any related issues
- Planning & controlling all cost elements of facility management with the responsibility of establishing & managing cost improvement programs & other productivity programs
- Handling day-to-day management of the facility, viz. monitoring operations of systems, identifying issues, following up with vendors, maintaining a record of equipment performance, logbooks, etc.

Human Resource Management

- Overseeing the implementation of corporate policies in the organization
- Formulating strategy and policies with a focus on aligning HR with core business
- Responsible for maintaining employee data & attendance sheet; handling admin activities and operations of the department
- Overseeing smooth implementation of HR policies for manpower planning, recruitment, selection, and development of employees in the organization; managing all phases of recruitment including defining hiring management needs and posting position
- Facilitating induction and orientation programs for the newly recruited candidates for making them familiar with company culture and activities
- Ascertaining the specific training needs of employees and accordingly arranging training programs for improving the learning curve
- Liaising with the department head to identify the training needs; source outside resources for specialized training programs; assessing training needs and developing recommendations for new programs
- Administering development of training program scope; developing forecasts, financial objectives, and business plans; evaluating local market conditions & identifying current and prospective sales opportunities
- Responsible for bringing out the best of personnel by providing training, coaching, mentoring, developing, and motivating them
- Coordinating with other branches & headquarters for sharing knowledge on effective practices, competitive intelligence, business opportunities & needs; networking to improve the presence & reputation of the branch
- Addressing customer and employee satisfaction issues promptly; providing suggestions to the seniors of employees and implementing the order

Operations Management

- Improving the operational systems, processes, and policies in support of the organization's mission -- specifically, support better management reporting, information flow and management, business process, and organizational planning
- Managing and increasing the effectiveness and efficiency of Support Services through improvements to each function as well as coordination and communication between support and business functions
- Involved in long-term planning, including initiatives geared toward operational excellence
- Overseeing overall financial management, planning, systems, and controls

EMPLOYMENT SCAN

Dec 2002 – Dec 2022; Indian Air Force

Deputations:

Apr 2020 - Dec 2022; Air Force Station, Tezpur

- Contract labor management, Inbound and Store Management, Store audit, PST, and security management
- Handled Legal and RTI-related cases of the organization

Mar 2016 - Mar 2020; Air Force Station, Nagpur

- Responsible for training and development, auditing, succession planning, and attrition control

Sep 2011 - Feb 2016; Air Force Equipment Depot, Bengaluru

- Involved in inventory management, liaising with HAL, logistic operation, procurement, and budgeting

Jun 2007 - Aug 2011; Air Force Station, Chandigarh

- Contract labor management, Inbound and Store Management, Store audit, PST, and security management

May 2003 - May 2007; Air Force Station, Jamnagar

- Involved in manpower management, Inventory management pay roll management, and performance management

Highlights:

- Instituted systems to digitalize manual records
- Instrumental in recovering Rs.1.37cr from HAL for non-returning of items
- Played a stellar role in establishing the Sparsh center for retired personnel
- Leading the team with full motivation and inspiration.

EMPLOYMENT SCAN – CORPORATE EXPERIANCE

Jan 2023 – Oct 2024,
NP TECHNOLOGIES, Bangalore, Regional Manager

- Sales and Service support, Procurement and Payment, Vendor and client Management, Inventory management, SCM

Nov 2024 – present time
Flipkart FC, Varanasi Grocery and Large items
SCM Operation, Manpower Management, EHS

PERSONAL DETAILS

Date of Birth: November 10, 1984

Languages Known: English, and Hindi