

RESUME

Mukesh Kumar Veteran Indian Army		DOB : xx Jan 1977 Address : Palam, New Delhi - 110045 Email Id : khedarmk@gmail.com Contact No : 9650063066
Profile	A highly disciplined, proficient, meticulous, enthusiastic, go-getter and reliable Indian Army (IA) veteran, having more than 28 years of enormous experience in office administration, human resources, equipment, firefighting and security management. Being an IA veteran, I am genuinely imbibed with the administrative as well as the altruistic ethics of an organisation and thus, can prove my mettle in any supervisory/managerial capacity to achieve the desired goals of the organisation within the stipulated time frame.	
Objective	I am looking forward for a magnanimous second career commensurate to my vast service experience, age and rank i.e. Secretarial/Office Manager, Office Administrator/Coordinator/Executive, Private Secretary/Assistant, Accountant, Security Officer/Supervisor and overall in any other managerial/supervisory capacities/posts with an elite and enlightened organization/firm/company which can optimally utilise my capabilities in further progression of the organisation as well as me.	
Civil Educational Qualification	<ul style="list-style-type: none">• Graduate.• Certificate in 'O' Level (IT) course from NIELIT, New Delhi.	
Army Courses/ Certificates	<ul style="list-style-type: none">• Recruit Clerk's Course (Basic Clerk Course) (1996).• Non Commissioned Officer Clerk's Course (Head Clerk Duties) (2013).• Security Training Certificate from Army (2023).• Trade Proficiency Certificate from Army (2023).	
Major Service Awards	<ul style="list-style-type: none">• Director General National Security Guard Commendation Roll & Disc (2008).• Merit Certificate by Inspector General, Training Centre, National Security Guard, Manesar (2008).• Meritorious Service Medal (2014).• Merit/Appreciation Certificate by the Chief of the Army Staff (2023).• Merit/Appreciation Certificate by the Commanding Officer (2023).• Several cash rewards and verbal appreciations from superior officers time and again.	
Key Skills	Proactive, detail oriented, office/HR/Security/time management, strong interpersonal and communication skills, analytical problem solving, efficiency focused, well versed in MS Office and handling of various IT equipment.	
Strengths	Ethical, meticulousness, forthrightness, keen to learn new things, upper middle level of English drafting, passion to win and overall having profound belief in Karmas.	
Weaknesses	Instantaneous decision making, adamant.	
Hobbies	Listening music, Gardening & Book Reading.	

**KEY
EXPERTISE :
JUN 1995 TO
JUN 2023**

- Possessed practical knowledge and experience in handling arms, ammunition, firefighting equipment, guarding life, property and premises against threats and risks.
- Functioned as Senior Executive Human Resource and Office Administration.
- Performed as Head Clerk of an Infantry Battalion, United Nation's Cell at Integrated Headquarters of MoD (Army), Superintendent of Legal Cells at Records Office and Area Headquarters and Chief Clerk of an Infantry Regimental Centre.
- Receipt, marking, distribution, timely reply and dispatch of routine physical and electronic official mails.
- Dealt with the correspondences pertaining to human resources i.e. commission/ enrolment/ posting/ temporary duty/course/cadre/ promotion/release/pay and allowances/publication/Honours and Awards/ACRs of officers, JCOs and other ranks.
- Maintained service and personal records of troops ranging from a Company strength to a Battalion strength.
- Dealt with Unit's Public, Regimental, CSD, Officer's Mess and other allied Regimental Institutions Accounts.
- Handled classified documents and information with due secrecy and accountability.
- Assisted Superior Officers in planning, formulation of various Standard Operating Procedures/policies and executing their assigned tasks in a smooth and expedite manner.
- Performed as Legal Advisor to the Battalion Commanding Officer on the various service matters.
- Dealt with variety of litigations pertaining to Postings/ Promotions/ Pensions/Marital Discords/Punishments/Court Martials/ Deaths/ Defence Land etc etc filed by the various aggrieved serving/ ex-servicemen (including Officers, JCOs and Other Ranks) of the establishment and other stake holders/agencies versus Union of India and vice - versa at various Hon'ble Session/Family Courts, Armed Forces Tribunals, High Courts and the Apex Court.
- Organized and controlled all the clerical works within establishment to the best of human resources policy.
- Supervised more than 100 subordinates and managed their job suitability, leave, training, welfare etc to ensure smooth functioning of the establishment.
- Allotted duties to the subordinates, maintained their moral and discipline high by timely looking after their welfares.
- Collected and disseminated useful information connected with employer activities to the employees.
- Organised periodical training capsules/lectures for the subordinates on job, general/cyber security, seasonal/climatic ailments and its preventions to educate and benefit them from time to time.
- Investigated minor indiscipline cases among the personnel and submitted reports to the higher authorities.
- Ensured adequate security arrangements to guard the office building and other properties from fire, theft, pilferage and unauthorized entry and enforced preventive measures as necessary to eliminate them.
- Inspected the fire extinguishing/firefighting equipment to avoid any possible fire hazards in the office and living areas of the personnel.