



AWADH NARESH SINGH

Enterprising professional offering multi-faceted expertise in driving functions related to **Supply Chain Management** Entailing **Logistics & Inventory Management** as well as **General Administration** showcased by an esteemed career of **over 20 years** with the **Indian Air Force**; targeting to express potential via senior-level assignments with an organization of repute

✉ awadhnareshsingh763@gmail.com ☎ +91 8669025941



CORE COMPETENCIES



SOFT SKILLS



EDUCATION

- ❖ **B.A. – Economics | 2023**
- ❖ **Associate Degree in Commerce | 2013**
- ❖ **Advance Diploma in Computer Course | 2022**



PERSONAL DETAILS

- ❖ **Date of Birth:** 05th February, 1985
- ❖ **Languages Known:** English and Hindi
- ❖ **Address:** Chandigarh – 160030
- ❖ **Nationality:** Indian
- ❖ **Marital Status:** Married



PROFILE SUMMARY

- ❖ Currently associated with the **Indian Air Force**, spearheading functions related to Supply Chain Management, Logistics, Security & Intelligence
- ❖ Proven expertise in devising and implementing **strategic supply chain solutions** to ensure seamless operations and optimize resource allocation at optimum costs; skilled in **material requirements planning, material procurement, and purchase planning**
- ❖ Innate excellence in directing all aspects of **logistics** entailing **transportation, warehousing, and distribution** for **timely and cost-effective delivery** of essential resources and supplies for **mission critical requirements at challenging terrains**
- ❖ Experienced in **inventory management**; maintained precise **inventory levels**, reducing **wastage**, and **enhancing accuracy**, thereby enhancing operational readiness
- ❖ Resourceful in identifying and implementing **stringent security systems** and **measures** for **vulnerabilities, exposures, and risks**, protecting the high value assets of the nation; provided **strategic guidance** while upholding work ethics & integrity
- ❖ Hands-on experience in managing **general administrative functions** including facilities management and policy development; also facilitated Human Resource Management activities entailing talent acquisition and performance management
- ❖ Skilled in managing **HSE functions** with a focus on ensuring strict compliance with safety regulations; worked on **fire prevention & firefighting securities systems, explosive safety, environment safety measures**, and resolved **identified issues**
- ❖ Effective **communicator** with rich **people management skills**; **analytical, problem-solving**, and **innovation-driven competencies** with a **culturally adaptive approach**



HIGHLIGHTS

- ❖ Successfully managed supply chain operations, ensuring timely procurement and delivery of equipment. Implemented a new tracking system, resulting in improved efficiency and reduced lost or misplaced items
- ❖ Achieved reduction in procurement costs by implementing strategic vendor management techniques and negotiating favorable contracts. Streamlined the supply chain, resulting in improved efficiency and cost savings
- ❖ Successfully implemented a new inventory control system, resulting in reduction in stock discrepancies and improved accuracy in tracking and managing equipment
- ❖ Recognized for exceptional leadership skills, effectively leading cross-functional teams and fostering a collaborative work environment. Proven ability to train and mentor staff, resulting in increased productivity and performance
- ❖ Demonstrated adaptability and resilience in diverse cultural environments



CERTIFICATIONS

- ❖ **Warehouse Supervisor Course**
- ❖ **Logistics Staff Course**
- ❖ **Certificate in Accounts Management**
- ❖ **Security Officer Course**
- ❖ **Safety Officer Course**
- ❖ **Fire Officer Course**
- ❖ **Security Supervisor Course**
- ❖ **Security Course in Security and Intelligence**
- ❖ **Quick Reaction Team (QRT) Course**
- ❖ **Computer Course**

WORK EXPERIENCE

Indian Air Force | Jun'03 – Jun'23 as Logistics Supervisor

Key Result Areas:

As Sergeant – Logistics

- ❖ Supervised supply chain management, store management, and logistics management, ensuring timely procurement and delivery of equipment. Implemented a new tracking system, resulting in improved efficiency and reduced lost or misplaced items
- ❖ Developed and implemented standard operating procedures for store handling and inventory control, resulting in improved accuracy and reduced stock discrepancies
- ❖ Maintained confidentiality of sensitive documents and information, liaising with village heads, civil police personnel, and intelligence agencies. Conducted lectures and continuity classes for logistics staff, providing training on counter security and counterintelligence techniques. Enhanced the knowledge and skills of the team, resulting in improved security measures and risk mitigation
- ❖ Successfully managed departmental and civil correspondences, ensuring timely and accurate communication between different stakeholders. Maintained confidentiality of sensitive documents and information. Perform data entry operations
- ❖ Ensured accuracy and timeliness in processing a high volume of data
- ❖ Maintained meticulous attention to detail to prevent errors and discrepancies
- ❖ Collaborated with cross-functional teams to verify and cross-reference data
- ❖ Conducted lectures and continuity classes for logistics staff
- ❖ Provided leadership and guidance on logistics best practices
- ❖ Contributed to the professional development of team members
- ❖ Delivered engaging lectures on Counter Security and Counter Intelligence
- ❖ Updated course materials to align with the latest advancements in security and intelligence fields
- ❖ Focused on practical skill development for personnel
- ❖ Managed office documents, ensuring organization and accessibility
- ❖ Implemented efficient filing systems to enhance productivity
- ❖ Conducted regular audits to maintain document accuracy
- ❖ Managed departmental correspondence
- ❖ Ensured timely responses and follow-ups
- ❖ Established effective communication channels within the department and with external stakeholders

As Counter Intelligence Officer/Operator

- ❖ **Threat Assessment:**
 - Conduct comprehensive assessments of potential threats to national security through intelligence gathering and analysis
 - Identify and prioritize potential risks, considering both internal and external factors
- ❖ **Surveillance and Monitoring:**
 - Employ surveillance techniques to monitor individuals, organizations, or entities suspected of engaging in intelligence activities
 - Utilize advanced technology and methodologies to track and analyze suspicious behavior
- ❖ **Intelligence Gathering:**
 - Collect information through various sources, including human intelligence (HUMINT), signals intelligence (SIGINT), and open-source intelligence (OSINT)
 - Establish and maintain a network of informants and sources to gather timely and relevant intelligence
- ❖ **Investigative Analysis:**
 - Analyze gathered intelligence to discern patterns, trends, and potential threats
 - Collaborate with other intelligence agencies and law enforcement to cross-reference and validate findings
- ❖ **Counter Espionage:**
 - Implement measures to detect and prevent espionage activities conducted by foreign intelligence agencies
 - Conduct internal investigations to identify and neutralize potential moles or infiltrators
- ❖ **Security Measures:**
 - Develop and implement security protocols to safeguard sensitive information and prevent unauthorized access
 - Conduct security briefings and training for personnel to enhance awareness of potential threats
- ❖ **Covert Operations:**
 - Plan and execute covert operations to gather intelligence or disrupt hostile activities
 - Ensure operational security and maintain the confidentiality of sensitive operations
- ❖ **Report Generation:**
 - Prepare detailed and concise reports based on intelligence findings
 - Communicate intelligence assessments to relevant authorities and stakeholders
- ❖ **Risk Mitigation:**
 - Develop strategies to mitigate identified risks and vulnerabilities
 - Advise senior leadership on recommended actions to address emerging threats
- ❖ **Collaboration and Liaison:**
 - Collaborate with domestic and international intelligence agencies
 - Establish and maintain strong working relationships with law enforcement, military, and government entities
- ❖ **Legal Compliance:**
 - Ensure all intelligence-gathering activities comply with legal and ethical standards
 - Stay updated on relevant laws and regulations governing counterintelligence operations