EX-WARRANT OFFICER SUDHANSHU KUMAR PANKAJ INDIAN AIR FORCE VATERN OFFG CHIEF HOSTEL WARDEN ALLIANCE UNIVERSITY BENGALURU

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**SUPERVISING/LIASION WITH FOLLOWING DEPARTMENT/MANAGER UNDER ADMIN OFFRIER, WELFARE OFFICER IN AIR FORCE TECHNICAL COLLEGE JALLHALLI FROM 14 DEC 2011 TO 2015,AND OFFICIANG CHIEF HOSTEL WARDEN AT ALLIANE UNIVERSITY BENGALURU**

1. **FACILITY**: Liaison with MANAGER (i) Manager Facility Technical and Building (ii) Manager Facility Non-Technical and Building and Security Officer.

(ii) **Manager Hostel**: Liaison for hostels operation for Food, Medical, Accommodation, Maintenance of Accommodation (Electrical, Plummer and Carpenter), Student Welfare and Grievance.

(iii) **Manger FOOD COURT** Feedback for Food/Event/Sport/Laundry Management for and help to prepare weekly/Monthly activities.

(iv) **Manger Laundry and Sports**: Prepare details activities of Sports/NCC/NSS/Yoga activities for students.

(v) **Manger Transport** : Liaison with Transport operation, activities of 25 Bus and other vehicles.

(vi) **Liaison** Liaison with different department also supervise -

**A**-**Maintaining proper Record**

* Establish proper control procedures for the purchase and issue of stores.
* Daily monitoring of inventories and annual physical stocktaking.
* Maintenance of Fixed Assets ERP.
* Overall supervision of Boarding Houses, Academic Buildings, Gardens Grounds, and Offices.
* Security of Campus.
* Arrangements for all School functions and Society meetings.

# B Maintenance

* Ensure proper maintenance of all buildings, furniture, equipment, and grounds.
* Monitor daily maintenance work executed by the maintenance department.
* Ensure continuous water supply and electric power.
* Ensure daily general upkeep of campus.

# C Personnel

* Maintain service records of all employees.
* Institute proper service rules for all categories of staff.
* Sanction leaves as per rules for all administrative and staff and maintain up-to-date leave records.
* Handle all matters of show cause notices, charge sheets, inquiries, etc.
* Handle all staff welfare matters and have a properly constituted staff grievance committee.

# D Liaison

* Maintain close liaison with local authorities useful to the school’s smooth functioning.

# E Transport Department

* List of Buses with their Numbers.
* Bus Timings at various Stops.
* Route-wise list of students with bus stops.
* Class-wise list of Students using the Bus facility.
* List of Staff with address & Cell No.
* Attendance Register of students, using Bus facility.
* Attendance Register of Bus Staff (Drivers & Conductors)
* List of Teachers availing of the Bus facility.
* List of staff on Bus Duty.
* Bus-wise Income & expenditure Report.
* Biodata / copy of the driving license of drivers.
* Cell Numbers and addresses of drivers/contractors.
* Route Map of (Bus Ply).
* Maintaining files for Challan, Road Tax, Route Permit, Insurance, and verification of driving license.
* Ensure proper buses are hired from reputable contractors for the transport of students.
* Make Rules and Regulations for the proper transportation of students from home to School and back in safety including carrying out tests of drivers and helpers to ascertain their competence.
* Ensure routing of buses to suit a maximum number of parents.
* Ensure proper maintenance including cleanliness and appearance of buses by carrying out, through an officer, a daily visual check of all buses and school vehicles.

**F Caretaker**

* Maintain Inventory Report at the beginning and end of every academic session.
* Maintain Central Stock Register
* Supervise the security functioning.
* Supervise the cleanliness in the school (Charts to be made)
* Maintains the stock & store of the school.
* Supervise the class 4 staff.
* Security Attendance Register
* Maintains Petty purchase process/entries made there upon.
* Complete responsibility for Gen-set service, Gen-set logbook, Oil consumption Record, date-wise Time consumption (in hours), etc.
* Maintains the record of material supplied to support staff for cleaning (phenol, broom, duster etc)
* Photocopy Records (date-wise)
* Keeping previous year’s school records.
* Boarding Head As Boarding Operation at Alliance University/KSIT Engineering College/Air Force Station Jalhalli since 12 Yrs experiences.

# G Main Gate

* Security Attendance Register
* Record of Permission Slips & Gate Pass
* Visitors Slips (School & Hostel)
* Check-in / Check-out Timings of Support Staff
* Check-in / Check-out Timings of Buses
* Security In-charge will be responsible for the check-out of support staff and maintaining contact with reception.
* Logbook for the material going out from school.

# H Duties as Administrative Officer

* Transportation Management
* General Administration
* Supervision on Accounts
* Supervision on Purchase Process
* Stock Register / Inventory Reports
* Liaison with Govt., Semi- Govt. Departments & District Administration
* Security System Management
* Campus Cleanliness & Beautification
* Repairs & Maintenance
* Supervision on School Property
* Supervision on Admission Procedures

# J General Administration

* Reporting one hour before the commencement of the College.
* Make random checks at the gate to ensure that all buses are coming on time, supporting staff are coming on time. All security is functioning well. He should verify the cleanliness of the premises (pro-forma should be affixed at the main entrance of every toilet.
* Attendance File of all support staff – to reach the school head.
* Task Appraisal Report of Support staff viz., Electrician, Carpenter, Plumber, Gardener, etc.
* Repairs & Maintenance monitoring.

**K SKILL**

* Hostel Management, Operation and Student Welfare, Event, Sport Management.
* HR Administration & Staff Supervision.
* Crisis & Emergency Management.
* Security, Safety & Discipline Enforcement.
* Facility & Infrastructure Maintenance.
* Facility & Infrastructure Maintenance.
* Food Quality & Mess Operations Supervision.
* ERP and Biometric Attendance Management.
* Inventory & Asset Control.
* Grievance Handling & Counselling.
* Event Coordination & Liaison with Higher Authorities.

**INDIAN AIR FORCE FROM 19 DEC 1986 TO 29 APR 2017**

**Responsibilities:**

* Exercised all administrative matters of personnel management and maintained all sop of administration in office Microsoft on daily basis.
* **Exercised Boarding Head Operation during admission/re period and co-cordial relations with parents during Boarding and at all time. Supervised and worked at Air Force Technical College Jalahalli West for Commission Officer and Air Force Stain Jalahali for Technician Trainees, Alliance University/KSIT Engineering College/Air Force Station Jallhalli for 12 Yrs total experiences**.
* **Exercised Co-Coordinating, Monitoring and Motivating toward wrk with dedication of Mess Staff, Security Staff Hostel Staff and Co-cordial relation with Staff and Higher Authority and Staff.**
* Management of Budget, Event, Facility, HR Admin and Account with high Spirit.
* Streamline formulated and conducted training on HR office for junior staff and presented various status reports to senior management and other stakeholders to enable effective decision making.
* Optimum utilization the manpower resource within allotted parameters to meet the organization and various method implementation, liaison with various government and local agencies, maintain monthly, half yearly and yearly analysis and counselling in respect of HRM office in Microsoft office.
* Controlled and supervise the manpower, planning including appraisal reports Training, carrier progression, task allocation, performance counseling’s and grievance. Handling in HR office. Proper maintenance of documents, files, charts and board.
* Implemented training program for manpower including lecture and presentation in respect of service personnel and maintained charter of duties and preparation of various SOPs for HR office. Personnel formulated and implemented policy, procedure, involving, planning HR office in Indian Air Force as assistant HR OFFICE.
* Maintained discipline, Assistant Welfare, skill development, redressing, and grievances in HR office.
* Performed Secondary duty as Assistant Fire officer, Assistant Admin officer and independently handled Assistant officer in charge of SNCO Mess, Catering, Argumentation of manpower, Non-public Fund Admin, Civil admin, HRM, Administration, Sport, Barrack Warden, Facilities in premise building of defence area, facilities in charge of defence campus, handled various inventory of store and warehouse of HRM section. Handling of various inventory independently and availability of rotation of manpower in units, stations, commands, and AIR HQ level of Air Force.
* Gained knowledge, skilled, developed and experienced in correspondence Hindi and English vice versa from 1987 to 2017 in Microsoft office.
* Organization of Big office of the HRM section and sub section, allocation of duties to personnel working in various sub – sections, and supervision and subordinates.
* Maintenance of discipline and punctuality of personnel, proper maintenance of documents, files, charts and board for 1000 personnel at Air Force Station Chandigarh.
* Operation and supervise the manpower, planning including appraisal reports Training, carrier progression, task allocation, performance counseling’s and grievance of 1000 defense personnel of the station.
* Maintained discipline, welfare, skill development, redressing, and grievances of HRM staff in office Microsoft.
* As an administrative officer, involved in procurement process through local vendors, front line supervisors, keeping of records, file management, management of man and material, store, establishment events management departmental contribution to mitigation gaps and implementing of various preventive measures related to existing factors.

Updated policies related to welfare of air warrior and other statutory regulations aimed at enhancing client satisfaction aimed at enhancing client satisfaction. Managed HR related correspondence, maintaining of HR calendar and rendering administrative Support to human resource related salary certificate, probation later, promotion and termination, optimized resource utilization by effectively implementing manpower plans and other process improvement initiative.

* **QUALIFICATION**

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| Qualification | School/College | Year of Passing | Percentage |
| BA (Public Admin, HINDI) | IGNOU, Delhi | 1996 | 50 |
| MA (English) | IGNOU, Delhi | 2006 | 51 |
| INDIAN AIR FORCE GRADUATION | IAF, Delhi | 2017 | 60 |
| PGD IN HRM | IAF, Delhi | 2017 | 60 |
| MICROSOFT OFFICE | IAF, DELHI | 2006 | 60 |

**CERTIFICATE COURSES IN INDIAN AIR FORCE:**

HIGHER MANAGEMENT COURSE IN INDIAN AIR FORCE. NBC COURSE IN INDIAN AIR FORCE.

HIGHER TRAINING PROGRAM ON SOFT SKILLS TRAINED, PRESENLY WORKING XIME INSTUITUE ELECTRONIC CITY.

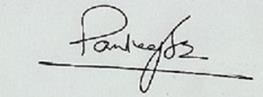
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# Personal Profile:

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| Name Father’s Name Date of Birth Sex Nationality  Languages Known  **DECLARATION:** | : SUDHANSHU KUMAR PANKAJ  : GANESH PRASAD  : 31 OCTOBER 1968  : MALE  : INDIAN  : HINDI, ENGLISH, KANNADA (LEARNING) |

I hereby solemnly affirm that whatever that has been given above is true and correct to the best of knowledge

and belief.



Date: Jul 25

Place: Bangalore