

CONTACT DETAILS:

- Location: New Delhi
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QUALIFICATION & PROFESSIONAL DEVELOPMENT:

Bachelor's Degree.
Diploma Course.
Computer basic, hardware and networking course.
Junior Management Course.
Fire Fight Course & Weapon Handling Course.

CORE AREAS OF EXPERTISE:

- Office Management
- Admin Management.
- Asset and infrastructure management.
- Operations Management
- Security/ Fire and Safety
- Ability to plan work and meet deadlines.
- Budget & Cost Management
- Resource Optimization.

PERSONAL INFORMATION:

- Nationality: Indian
- Date of Birth: 26 January 1975
- Languages Known: English, Hindi, Nepali & Maithili

AKHILESH KUMAR JHA

Junior Warrant Officer (Retired) : Indian Air Force

SNAPSHOT PROFILE

- Senior defense personnel with 23 years comprehensive experience in the field of Supervisory and Administration profile in Indian Air Force.
- Disciplined and enthusiastic person ready to take new challenges and responsibility.
- Proficient in Admin and General Services, organises travel and accommodation, arrange in house events, respect for Office confidentiality, outstanding interpersonal skill, in depth knowledge of Office management, ability to handle sorting and reply of all mails and correspondences.
- In terms of Company's requirement – monitor work at sites and identify means to reduce cost, minimise risk and increase efficiency.
- Capable of providing direction to internal teams there by increasing operational productivity and enhancing employee satisfaction and level of engagement.

ACHIEVEMENTS

- **Commended by Chief of Air Staff in 2017.**
- Letter of Appreciation by Air Officer In-charge (Jammu & Kashmir) in 2011
- Best Air warrior award by Commanding Officer (Twice) across professional career.

CAREER GRAPH:

Indian Air Force

- Non- Commissioned Officer (NCO) (Dec 1997 – Jun 2007)
- Senior Non-Commissioned Officer (SNCO) (Jul 2007 –Apr 2014)
- Junior Warrant Officer (JCO) (Apr 2014 – May 2018)

KEY RESPONSIBILITIES ACROSS CAREER SPAN

Operations & Admin

- Well versed in Office Admin Operation, Man power management, General Administration, Facilities Management & Transport Management.
- Proficiency in maintaining detailed record, co-ordinating meetings and Optimized resource utilization and streamlined processes aimed at enhancing operational efficiency and departmental profitability.
- Collaborated with concerned authorities in drafting, organization, implementation and operation of local policies; evaluated performance/ improvement initiatives.
- *Indivisual is valuded contributor in field of Security and Fire Fighting System as having sufficient knowledge and experience in both fields. Also can maintain proper record of the visitors, Contactors, Suppliers and entry/ exit of stores.*
- Hands-on experience in intelligence & security, peace and harmony (two year experience in Counter Intelligence service).
- Ensure compliance to organizational policies and other statutory regulations pertaining to documentation / archival of organizational records.
- Warmth and cultural heritage of the company, while also developing the same in keeping with evolving work ethics, and dynamic market scenarios.
- ***Two year experience as Assistant Branch Manager (Operation) in India's largest Gold loan Company i.e in Muthoot Finance Limited and efficiently managing entire branch Operation, Branch Security, managing branch Inventory and Assets, Customer dealing, Office Correspondence (presentation of various status reports for the senior management), Cash Handling, Strong Room management and staff management.***

DECLARATION

I hereby declare that the information given above are true to best of my knowledge and if at any stage any of it found to be false my candidature will liable to be cancelled apart from any legal action deemed fit.

Date: 08 Jul 21
Place: New Delhi

(Akhilesh Kumar Jha)

