** SANTOSH KUMAR MISHRA**

**Mobile:** 07520286787,9458076742 ~ **E-Mail:** mishra.santosh901@gmail.com

**SENIOR MIDDLE MANAGEMENT PROFESSIONAL**

**~ HR Operations ~ General Administration ~**

A multi-faceted professional having creative intellect/ insight & sharp planning skills to meet organizational objectives & to secure position in the field of knowledge based Management in a company / institution with considerable advancement opportunities and scope to use my knowledge and skills in the field of Education, Human resource planning & execution, Project management, General administration & technology based management.

PRO**FILE SUMMARY**

**A versatile professional with nearly 17+ years of experience in:**

***HR Operations General Administration Team Management***

***Technical Correspondence Security & inspection Liaison & Coordination***

***Vendor Management MIS Documentation Manpower Management***

* Skilled in planning human resource requirements in consultation with heads of different functional & operational areas
* Extensive experience in general administrative activities, personnel management, policy implementation and facility operations across assignments
* Demonstrated excellence in overseeing administration of various departments and maintaining coordination between various internal departments for smooth functioning
* A keen communicator with honed interpersonal, problem solving and analytical abilities

 

**CORE COMPETENCIES**

**General Administration :( for five yrs)**

* Handling overall forecasting, distribution & consumption of resources to meet organizational goal.
* Ascertaining smooth execution of various operations and maintaining proper decorum & discipline through implementation of policies & procedures.
* Overseeing the time office functions, attendance, employee records, codified procedures and leave records.
* Handling venders for smooth operation & supply chain management.
* Oversee works, correspondences which requires HR & technical expertise to handle affairs.

**Technical expertise (19 yrs with administrative activities)**

* + Experience of handling ground communication system & their maintenance.
	+ Operation & maintenance of Aviation/ transport Aircraft in IAF.
	+ Authorize to carry out II& III line servicing on Aircraft system.

**ORGANISATIONAL EXPERIENCE**



 **Mar 1996 to Jun 2015 Indian Air Force as Senior non- commissioned officer – Communication, HR & Administration Departments**

**Key Result Areas:**

* Involved in various development, works & logistics plan and ensuring their implementation
* Managing the official records & files related with general and technical correspondence
* Functioning as coordinator between higher & lower management
* Monitoring the personnel and ensuring discipline & etiquette in them
* Accountable for maintenance of official files & documents
* Carrying out detailing of personnel for various duties, courses & training
* Developing & maintaining all documents pertaining to aircraft & office

**Highlight:**

* Recognized with several prizes in various competition

**TRAININGS**

* **Undergone training in the following:**
* Diploma in Electronics and Telecommunication System from communication training institute, Bengaluru by IAF.
* Maintenance and Conversion Flight AVRO HS-748 Transport Aircraft from Navigation Training school, Begum pet, Hyderabad.
* Quick Reaction Team Supervision and Management at Air force station, Coimbatore by IAF

**PROFESSIONAL ENHANCEMENTS**

* Completed MBA Project on Customer Satisfaction in Private & Public Sector Banks in Coimbatore.
* Carried out:
* M.Phil. research work on Temple Architecture of Dev Surya Temple, Aurangabad, Bihar.

**EDUCATION**

2008 M.Phil. (History) from Annamalai University, Chidambaram

2011 MBA (Information System) from Bharathiar University, Coimbatore

2004 MA (History) from Kurukshetra University, Kurukshetra

2001 BA (History) from IGNOU

**EXTRACURRICULAR ACTIVITIES**

* Served NCC for 2 years with ‘A’ certificate
* Participated in Scouts and Guide for 3 years

**PERSONAL DETAILS**

Name : Santosh Kumar Mishra

Father’s Name : Sri Ghanshyam Mishra

Date of Birth & Age : 29 Sep 1977, 39 yrs

Nationality : Indian, Hindu

Marital Status : Married

Linguistic Abilities : English & Hindi (Read, write and speak)

Address: House No. - 48, Vimal City, Shamshabad Road, Near TV Tower, Rajrai Agra 282001

**DECLERATION**

I here by declare that above said information furnished by me are true and correct to the best of my knowledge

**Place: Agra**

**Signature**

**Date: 15 Jan 17 (Sk mishra)**