



Niraj Verma

**Personal Details:**

I am a veteran an alumnus of Indian Air force. The force has inculcated in me a never say die approach. I have completed 23 years of service in this esteemed organization as an Air warrior. Presently I am working as **Consultant (Vigilance & IT) in the Ministry of MSME, Govt. of India**, since April 2023 till date. This office is situated in Nirman Bhawan New Delhi. Before joining the Ministry I had worked as Deputy Manager Client Coordinator in Aparajitha Corporate Services Pvt Ltd, Gurugram, India's No. 1 HR Compliance company from 10 Oct 22 till 28.02.23. After leaving Aparajitha I worked for 2 months with Complywell Technologies, another HR Compliance based company where I worked in the capacity of **Business Development Manager**. I wish to associate myself with your Organisation to use my expertise and the knowledge that I have gained in Indian Air Force in the field of Administration and allied fields, and both the other Corporates along with the Ministry of MSME to further strengthen the organization through my committed contribution.

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## **Education:**

### **Diploma in Electrical and Instrumentation Engineering.**

Diploma in photography (Air and Cine photography, Electrical Technology, Electronics) From Indian Air Force, Ministry of Defence, Government of India

B.A (Political Science, Sociology, History), Nagpur University.

### **Associate Degree in Science.**

**M.B.A (Human Resource Management), Indira Gandhi National Open University, Delhi**

Certificate in Security Management and Strategic Installation, Indira Gandhi National Open University, Delhi

**Certificate in Computing (MS-Word, MS-Excel, MS-PowerPoint) Indira Gandhi National Open University, Delhi**

**Diploma in Fire and Industrial Safety Engineering from Andhra University (Visakhapatnam) in 1<sup>st</sup> class with Distinction, in 2022.**

## **Work Experience:**

- Having started my career in 1999 and being posted to higher formation of Headquarter Maintenance Command in Nagpur, I had to manage the entire documents related to Photographic assignments and updation of important Auditable documents. I was appreciated several times by my superiors.
- In my second tenure in Bathinda (Punjab) I was instrumental in working on the MIG 21 Aircraft camera system where Shasha and Sarppa films were loaded into the camera system which were used to cover Reconnaissance Photography, thereby assisting my section In-charge in managing the core Camera System along with HR activities related to the personnel of my section like their leave, managing shifts and its maintenance e t c.
- In one of my tenures in Jamnagar (Gujarat) I got an opportunity to work on the **Jaquar Reccelite system of Dassault Aviation, Israel in the field related to digital Photographic reconnaissance. I worked on scheduled maintenance of DG sets along with two Antennas which were installed for frequency detection and communication systems related to real time imagery transfer. I was In-charge operational Officer of flying desk and coordinated activities related to active flying along with Maintenance works which were carried out in the squadron. I even worked on the SAR and EO Pods which were fitted into the Sukhoi aircraft in which the digital cameras were fitted for image capturing and real time transfer of the images along with scheduled Maintenance in coordination with the OEM's.** Since I was Senior Non Commissioned Officer (SNCO I/C) of my Office, here I gained experience of handling of files and correspondence and general office administration apart from HR activities of my subordinates.

- During my tenure in Palam, New Delhi, I worked as **SNCO I/C of Technical Control Room in New Delhi**, which helped me to learn and update myself on all the **technical aspects related to the organization. I gained exposure in carrying out the general office activities apart from Coordination and Liason with different agencies within my department.** Here I gained experience on OJT related to Photographic Cameras which were fitted into Boeing and AVRO aircrafts and the entire electrical system concerned to the cameras. I have been instrumental in carrying out work related to **Manpower Planning and various (HR) related activities** within my department.
- During my second last tenure at **Air Headquarters (Vayu Bhawan) in New Delhi**, having been **SNCO I/C in the Office of Director General (Aircraft) who is of the Rank of Air Marshal, the highest Rank in the Indian Air Force** I was instrumental in the functioning of the day to day work of the **Air Marshal. I gained exposure in the handling of the AR of the superior Officers of the Air Force. This office played the role of second in Command between the highest Maintenance agency of Air Officer Maintenance and the three streams i.e fighter, transport and helicopter fleets. The coordination between various units and HQ (Maintenance Command) was also undertaken by me. Liason between civil Agencies like Hindustan Aeronautical Limited, various testing agencies etc were also undertaken. I even had the opportunity to work in the Office of Assistant Chief of Air Staff (Transport & Helicopter) Fleet with Air Vice Marshal rank Officer as its head. I have been looking after the entire administrative and overall HR of the office.**
- I retired from IAF from Air Force Station Halwara on 31 August 22 where I was working in the capacity of In-charge of my Section as a qualified Photo-Interpreter of Sukhoi 30 MK-I, Mobile Ground Exploitation System Imagery. Here I gained rich experience of managing the entire Maintenance Inventories of the SU 30 MKI system consisting of two Antennas along with scheduled Servicing with qualified OEM's from Israel.
- Between February 2021 and August 2021 I was attached to work with Directorate of Intelligence, Vice Chief of Air Staff (VCAS), Headquarters (Vayu Bhawan), New Delhi. Here I worked on project in connection with Artificial Intelligence. This project was aimed at automatic detection of desired objects in image. As part of the project, preparation of database related to AI project which includes Interpretation and Analysis of Images, finding desired objects and annotating them in the database. I worked on multiple GIS software viz ERDAS Imagine, Arc GIS and open source software viz. QGIS, Global Mapper, Google Earth etc. conforming with OGC standards.
- Very soon after my discharge from IAF, I got the opportunity to work for a MNC as **Deputy Manager Client Coordinator in Aparajitha Corporate Services Pvt Ltd Gurugram.** Here I worked from 10 Oct 22 till 28 Feb 2023. I gained considerable experience in the field of HR Compliances pertaining to various returns related to Payroll services and Establishment Compliance services. Monthly, Quarterly, half yearly and Annual returns related to Shops and Establishment Act (S & E RC), Contract Labour Regulation Act (CLRA, RC) and others. PF, ESIC and other returns pertaining to PCS services. I was handling around 100 Clients all across India which included Schneider Electricals, Orange IT Solutions which has its

presence in around 183 countries around the globe, Indus Towers, KPMG among others. Regular meetings were conducted with all the Clients along with my Representatives in order to overcome shortfalls if any and to enhance better coordination and efficient Client service. Timely filling of returns, proper and timely payment transactions were monitored by me. In my short but important tenure I had established healthy liasoning with the Labour Authorities of Gurugram and Delhi and the outcome was that a PF case of the CEO of Orange, amounting to several crores, which was entangled for long was sorted out during my tenure. Internally I used to conduct meetings to chalk out plans in order to enhance the efficiency of my team members.

- During my present tenure in **Nirman Bhawan, New Delhi** in the **Ministry of MSME** I am looking after **Vigilance and IT** related issues which are of grave importance as far as the working of the organization is concerned. I have cleared several important pending files and other matters related to **Vigilance**. Apart from that I have gained rich experience of **drafting and noting** and have been able to learn much about the **e-office, GeM portal and other government related** functioning in the Ministry.

As I am additionally given the charge of **Information Technology (IT)** I have been instrumental in guiding the management in taking important decisions related to formation of IT cells and also in combating and tackling cyber security issues within the Ministry.

#### Skills:

- ❖ Gained hands on Leadership experience while serving in the VUCA (Volatility, Uncertainty, Complexity and Ambiguity) environment, and thus have good leadership and high people management skills.
- ❖ I have developed soft skills such as process oriented, result oriented and mission-oriented skills. At several occasions I have accomplished the mission assigned to me, irrespective of the challenges faced by me.
- ❖ During my previous assigned I was an inventory holder of the MGES (Mobile Ground Exploitation System of Sukhoi-30 MK-I aircraft) which is of high Operational and Strategic importance as far as national interest is concerned. I had taken full ownership of these projects assigned to me.
- ❖ Talent pool for all industries- Having worked in diversified field throughout the country, I firmly believe that I am plug and play talent available for all domains and industries from IT, Finance to SCM and Engineering. Veterans think out of the box and bring diverse solution with problem solving skills.
- ❖ I have a never give attitude in me. I get the task done irrespective. An exceptional team player, quick learners take everyone and leave no one behind.
- ❖ **Leadership** is one of the inherent qualities in an **air warrior**. Having been selected from a large pool through stringent parameters and then trained in the best leadership academics brings out the leadership qualities in an Air warrior.

Strengths:

- A good team player
- Never shy from responsibilities
- Can give long hours
- Can Adapt to diverse culture
- Conversant with computer
- Strong command over English Language

Place: New Delhi

Signature

Date: 10 May 2024

Niraj Verma