



## SQN LDR DEEPIKA SHARMA

AGE 36 YRS/EXPERIENCE 10 + YRS

9434956928

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### CORE COMPETENCIES

- Project Management
- Operations Management
- Supply Chain management
- Fostering Teamwork
- Result Orientation
- Leadership
- Human Resource Management
- Stress handling

### ACADEMIC QUALIFICATIONS

- Executive Program in Advanced Project Management from IIM Rohtak 2023
- Executive Development Program in Human Resource Management, XLRI Jamshedpur, 2021
- Post Graduate Diploma, IT management, SCDL, Pune, 2020
- Post Graduate Diploma, Aeronautical Engg (Electronics), VTU, 2011
- B. Tech, Information Technology, PTU, 2009
- Masters, Public Administration, BDU, 2022(Pursuing)

### TOOLS

- MS Excel
- Power Point & Word
- MS Project

### CERTIFICATIONS

- Scrum Master Certification by Knowledge Academy

### AWARDS / ACHIEVEMENTS

- CAS Commendation
- AOC-IN-C Commendation

### SUMMARY

Dynamic, Result oriented, Collaborative Leader of Military with Enriching more than Ten years of experience in the field of Operations, Project Management, Administration, logistics and supply chain handling.

### WORK EXPERIENCE : AIR FORCE: 10 YRS

#### HRM & ADMINISTRATION

- Took Command and control of various units at Indian Air Force to carry out administrative gamut of HRM functions such as documentation, Discipline matters, Performance Review and Policy Implementation
- Supervised training, development, welfare, performance appraisal, conflict and grievances control counselling of 150+ personnel.
- Conducted court of inquiries (Disciplinary procedure) and Board of Inquiries as per Air Force regulations and civil services rules, respectively.
- Been part of Board of Officers for shortlisting, conducting interviews for induction of employees at various levels in Indian Air force.
- Involved in recruitment, staffing, pay fixation, selection, training, post training evaluation and career enhancement.
- Experienced of running administrative control centers during Crisis situations.
- Managed Budgeting, Demand forecasting, accounting and auditing of Air force non-Public funds.

#### PROJECT MANAGEMENT

- **Orchestrated** implementation of Project “**Modernization of Airfield Infrastructure (MAFI)**” in IAF at two major flying Bases: -
  - Was part of Project Implementation team at Kalaikunda from 2013-2016.
  - Was part of Project Implementation team at Sirsa from 2016-2018.
  - Involved in JRI, SUPPLY INSTALLATION TESTING INTEGRATION AND COMMISSIONING (**SITIC**) and calibration at both Airfields.
  - Coordinated with all concerned agencies of station for regular security clearances of LABOURERS, PROJECT & EQUIPMENT.
  - Used to Submit detailed progress report to COMMAND HQ every fortnight.
  - Identified Gap/ Problem areas post SITIC and during execution and recommendations and suggestions was forwarded for future improvements at other bases.
  - Formulated SOPs for operations of various equipment's at Kalaikunda.
  - Preparation of Dashboards for internal use and for stakeholders.

## **OPERATIONS MANAGEMENT**

- Led Team of 150 members to maintain all Nav-aids of Flying, under standards of ICAO, IATA, DGCA and IAF.
- Spearheaded supply chain and logistics operations for a premier Air-Force base.
- Headed cross functional team of personnel to deliver material, equipment, fuel, ration, clothing and transport services.
- Streamlined procurement procedures, boosting efficiency and reducing lead times.
- Handled Logistics including warehousing, provisioning, planning, procurement and inventory management of static and mobile radars.
- Prepared and executed contracts for supply of goods and services to the command.
- Managing Budget and finances

## **WORK EXPERIENCE : JAN 2022- APRIL 2022**

### **TATA 1MG**

Senior Manager                      Central  
Operations  
Projects/Expansion and Infra Support  
Vertical PAN India

- Led the team of 100+ and handled operations as a central head of PAN INDIA sites of 1 MG
  - Handled General Administration and PAN India facilities of TATA 1mg.
  - Vendor and contract management
  - Projects handling
  - Carry out audits to improve safety standards.
  - Set a full Infrastructure vertical from scratch and made Standard operating Procedures and responsible for documentation.
  - Worked on Cost Optimization
  - Preparation of MIS including charts, trend analysis and future movement.
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