

Contact

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Top Skills

Project Management
Strategic Planning
Team Leadership

Certifications

Oracle Certified SQL Expert

Reetesh Gautam

Assistant Professor & Placement Coordinator, B K Birla Institute of Engineering & Technology
Jhujhunu, Rajasthan, India

Summary

Reetesh Gautam an Ex-military Para Jumper in Indian Air Force, with 20 years of service to the nation. I am fortunate to get an opportunity in life to serve my Motherland and work for one of the best and highly respected Organisations. With Indian Air Force, I successfully accomplished the task of mobilizing men, material and other required resources across the stretch of 2000 km.

1. Managed operations of missile squadron.
2. Facilities, transport fleet & HR/Admin management of up to 450 personnel.
3. Managed soft skills, technical & OJ training of staff for 2.5 years.
4. Managed office infrastructure, IT Infrastructure & ERP developments.

A judicious leader and Skilled Communicator with decades of experience. Effective leader with proven ability to build & manage efficient teams handling Strategic & Tactical transactions.

I believe that commitment towards work and loyalty towards your organization gives strength to break all the barriers and achieve the goal.

I want to work towards my individual growth in line with the welfare of society. In my leisure time I love to play football and badminton.

You can write to me at reetesh.gautam@bkbiet.ac.in,
reetesh.gautam1@gmail.com

Experience

B. K. Birla Institute of Engineering & Technology, Pilani
Placement Coordinator & Assistant Professor, Department of Computer Science
February 2014 - Present
Pilani, Jhunjhunu, Rajasthan

1. Planning Training & Placement Activity Calendar.

2. Invite Eminent Industry Leaders, Experts, Achievers, Researchers and Academicians as Guest Speakers.
3. Analyze strength of Students and current Industry needs, accordingly implement innovative training & placement related activities.
4. Relationship building with Corporates for Industrial Summer Internships, Technical Workshop and Placements Drives.
5. Interact with Employers and collect essential Feedbacks on students' performance.
6. Meticulously examine recruitment process along with respective department Heads and work out corrective actions for unsuccessful candidates for subsequent interviews.
7. Manage Alumni affairs and up keeping of pass out student's credentials.
8. Represent Institute at various Conferences, conclaves and Business meetings.
9. To lead by example providing a professional Positive and Constructive image to Dean Office, Academic Colleagues and Students.
10. Assisted in various Legal issues of the institute.
11. Part of the management team for the establishment of the new graduation college (BKBIHE).
12. Instrumental in resolving Institutes, students and Technical Education issues with the Rajasthan Technical University.
13. Attended International Conference at KMITL, Bangkok
14. Invited for Talk show at Thammasat, University, Thailand

Uttar Pradesh Technical Institute

Chief Administrative Officer

January 2013 - February 2014 (1 year 2 months)

Noida Area, India

1. Liaisoning with various agencies such as PWD, NPCL, Noida Jal Board and local Administration as per need and for proper functioning of the Institution.
2. Ensuring that minor repairs of civil, water supply and electrical nature are carried out at the earliest.
3. Procuring bills from different administrative services and ensuring their timely payments.
4. Maintaining the premises with proper utilization of the services of sanitation workers.
5. Supervise & liaise with other administrative staff, academic colleagues, teachers and students.
6. Ensuring strict security of the student's staff and property by proper utilization of the services of Security Guards.

7. Work on committees including governing bodies and task groups.
8. Assist with recruitment, public or alumni relations and marketing activities.
9. Draft and interpret regulations and deal with queries and complaints procedures.
10. Contribute to policy and planning.
11. Communicate with other institutions, external agencies, government departments.
12. Organize and facilitate a variety of educational or social activities.
13. Service matters, such as appointments, promotions, retirement, disciplinary action, sanction of leave etc., in respect of technical and administrative staff working in the Institute.
14. To develop and monitor key performance indicators (KPIs) to review how matters relating to student conduct and appeals reflect on the proper implementation and compliance with the institutional compliance.
15. To plan and supervise the Institute's graduation ceremonies and placement drives.
16. To approve and monitor road map and vehicle movement.

Indian Air Force (IAF)

Technical Adjutant

July 2009 - May 2012 (2 years 11 months)

1. Exercised Authority in clear way to Mobilize Technical Resources (Man power & equipment), to achieve assigned Operational and Training task.
2. Prepare and look after Daily Maintenance & Operational Reports; updating weekly, monthly, quarterly and yearly to Western Air Command and Air HQ.
3. Managed Production and Planned Activities; Assisted in implementation of SAM Schedule Inspections, inclusive of coordination of activities like monitoring the Progress & Availability of Spares.
4. Set-up Guided weapon systems at different Operational Location, monitored Administrative Activities, Mobilized Manpower & Equipment. Tracked Technical Effectiveness, Risk and Vulnerability Assessment.
5. Channelized the highly Skilled Technical Manpower and available resources to ensure Availability of maximum Assets of the Squadron in Serviceable Condition to undertake all time highly meaningful Operational Activities.
6. Worked on needs Assessment and Damage Control to ensure Minimum Economical loss to the Organization.

I was posted to different Locations pan India. My responsibilities grew with time from rectification and modification of launch control systems and missiles, to

Material Resource Planning in an ISO certified Base Repair Depot handling Maintenance, Repairs & Overhaul (MRO) of Missiles and related equipment's.

Education

Mewar University Chittorgarh

Master of Technology (M.Tech.), Multimedia and Data Management · (2014 - 2016)

Punjab Technical University

Master of Computer Applications - MCA, Data · (2010 - 2012)

Punjab Technical University

Bachelor of Science - BSc, Information Technology · (2006 - 2009)

Indian Air Force

Bachelor of Engineering - BE(Hon), Electrical · (2003)

CVM, Pilani

12th, Science