

# Resume

SARVJEET SINGH, born in INDIA.

With academic background in the discipline of Commerce and Sociology, I have gained knowledge and understanding of fundamentals of Economy, Business, Management and Social Structure. With the professional qualification in Personnel Management, I have developed insights into Labour Laws and Industrial Relations.

Having rich and varied experience of working in various Ministries/Departments of Govt. of India, over 03 decades, I have developed deep understanding of functioning of Govt. and got exposure from Policy Planning level to implementation and Execution. This understanding encompasses international relations, economic and political relations with the neighboring countries and rest of the world.

Over the years, I have developed professional approach and positive attitude. My USP is generating results even in crisis situation with the integration of technology and management. Prompt decision making, interactive approach, and creative solutions are my tools for producing results and accomplishments.

Finding, out of the Box solutions and connecting with and reaching out to the last mile is my philosophy and forte.

## Profile

Date of Birth	:	11 Mar 1960
Residential Address	:	A-29, Moonlight Apts. I.P. Extn. New Delhi-110092.
Contact	:	Mob: 9868266876 Email: sarvjeet_allwyn@yahoo.co.in
Educational Qualification	:	(i) M.Com. – Delhi University (ii) M.A. (Sociology)
Professional Qualification	:	(i) Post Graduate Diploma in Personnel Management/YMCA, New Delhi.

## AWARDS/HONOURS

- Commendation Medal by Vice Chief of Army Staff on Independence Day in 2011.
- Commendation Medal by Director General, Coast Guard on Independence Day in 1993.
- Merit Certificate by Union Minister of DOP&T in the Annual Function of Ministry of Personnel & Public Grievances in 1988 for securing 2<sup>nd</sup> position in the Direct Recruit Course conducted by Institute of Secretariat Training & Management.

- Adjudged Best Cadet of NCC (Naval Wing) in College and felicitated by the then Minister, Shri Lal Krishan Advani.

### **CAREER HIGHLIGHTS**

- Attended Presentation in 2015 on **Ramon Magsaysay Foundation, Manila** relating to awards for outstanding work in the following areas:
  - (a) Community Leadership
  - (b) Public Services
  - (c) Government Service
  - (d) Journalism, Literature, and Creative Communication Arts
  - (e) Emergent Leadership
  - (f) Peace and International Understanding
- Handled issues relating to Visit of **Indian delegation to Pakistan** comprising of officials of Ministry of External Affairs & Director (Missiles), Defence Research & Development Organizations in connection with signing MoU relating to Test Fire of Missiles as part of the **Confidence Building Measure (CBMs)** between two countries in 2004.
- Nominated the **Head of Task Force** by TRAI for desealing of premises in Safdurjung Enclave to coordinate with the Monitoring Committee set up by the Supreme Court relating to sealing of unauthorized premises in Delhi.
- Associated with **Integrated Missile Development Program** of India and was responsible for deputation of Scientists abroad for training etc. mainly with following firms:-
  - (a) Rosobornexport – Russia
  - (b) Israel Aircraft Industries – Israel
  - (c) SAGEM – France
  - (d) ACUITAS – Switzerland
  - (e) FICON TEC – Germany
- Represented Telecom Regulatory Authority of India in the Program **'Management of Regulatory Affairs'** conducted by GOULET Telecom in **Montreal** in Aug 2007.
- Represented **Telecom Regulatory Authority of India** in the **World Bank Funded** International Telecom Union (ITU) Regional Conference in **Bangkok** in Sep 2005, on Competency Management & Capacity Building in Asia and Pacific Region.
- Attended **Executive Development Program** on **Creativity, Reinvention and Self Development** in **IIM, Bangalore** in 2007.
- Nominated for **Professional Development Program** at Defence Headquarters Training Institute (**DHTI**) and Asian Institute of Management (**AIM**), Manila from 18 Jan 2015 to 15 Feb 2015.
- Interacted with following Shipyards in connection with repair/spares of **Cost Guard Ships**:-
  - (a) Goa Shipyard LTD.
  - (b) Mazagaon Dock Limited.
  - (c) Garden Reach Shipbuilders LTD.
  - (d) Cochin Shipyard LTD.

- Guest Faculty in Defence Headquarter Training Institute for following subjects:
 

(a) Leadership & Team Building	(b) Communication Skills
(c) Stress Management	(d) Leading a purposeful life
(e) Ethics and Value in Administration	

#### **HOPS/CONFERENCES ATTENDED**

- Residential Program on **'Team Building & Team Work in Organization'** organized by **National Productivity Council**, Delhi at LEH in Aug 2005. Concepts of Japanese philosophy of management- 5S, KAIZEN, 6 Sigma and Quality Circle were highlights of the program.
- Workshop on **'Presentation Skills'** organized by Defence HQ Training Institute in 2005.
- Seminar on **'Corporate Culture in Changing Environment'** at Maurya Sheraton, Delhi under the aegis of YMCA Management Alumni Association in 1988.
- Attended Seminars by **'Speak India'** in YMCA for empowering Expressions and Public Speaking - 2016.

#### **PRESENTATIONS GIVEN/TEAM MEMBER**

- Pay & Allowances and Terms/Conditions in respect of Telecom Regulating Authority of India TRAI to **Justice Srikrishna, Chairman VI Central Pay Commission in 2008.**
- **'Organizational & Human Resources'** in the **ITKE** Conference for Asia & Pacific Region held in **Bangkok** in 2005.
- **'Teamwork & Leadership'** during residential program on 'Team Building & Team Work in Organizations' organized by National Productivity Council, Delhi at LEH in 2005.
- Syndicate Paper on Republic Day during **Professional Development Program** of DHTI – 2015.
- Reflection Paper on **Foreign Training Component (FTC)** organized by Asian Institute of Management, Manila.

#### **OFFICIAL VISITS - DOMESTIC**

- Aircraft Carrier INS Vikrant & INS Shankush (Submarine) – 1993.
- Infantry School and College of Combat, MHOW – 2003.
- Naval Dockyard, Mumbai – 2015.
- Naval Dockyard – INS Shishumar (Submarine)/INS Trishul – 2015.
- Army – AUNDH Military Station – 2 Mahar Infantry – 2015.

- Air Force – No. 2 Wing, Pune – 2015.

## **OFFICIAL VISITS – INTERNATIONAL**

### **Bangkok**

- International Telecom Union (ITU), Bangkok – 2005.

### **Canada**

- GOULET Telecom, Montreal, Canada – 2007.

### **Philippines**

- Asian Institute of Management, Manila, Philippines – 2015.
- Metro Manila Development Authority (MMDA), Philippines – 2015.
- Headquarters Armed Forces of the Philippines, Philippines – 2015.
- Philippine Coast Guard, Manila, Philippines – 2015.

### **Malaysia**

- Malaysian Institute of Integrity (MII) – 2015.
- Malaysian Anti-Corruption Academy (MACA) – 2015.
- Parliament of Malaysia – 2015.
- High Commission of India, Malaysia – 2015.
- Penang City – 2015.

## **EXTRA CURRICULAR ACTIVITIES**

- NCC (Naval Wing) 'C' Certificate holder and participated in Boat-pulling and Sailing expeditions.
- Adventure Sports and Paragliding.

**TRAINING COURSES ATTENDED**

<b>Sl. No.</b>	<b>Name of the Course</b>	<b>Institute</b>	<b>Remarks</b>
1.	Professional Development Course (Mid-Career Development program of AFHQ Civil Service)	Defence HQ Training Institute, New Delhi	<p align="center"><b><u>National Content</u></b></p> <ul style="list-style-type: none"> <li>• Elected Leader of the Contingent;</li> <li>• Naval Dockyard, Mumbai;</li> <li>• Naval Dockyard - INS Shishumar/INS Trishul;</li> <li>• Army - Aundh Military Station -2 Mahar infantry;</li> <li>• Air Force - No 02 Wing, Pune.</li> </ul>
	Professional Development Course (Mid-Career Development program of AFHQ Civil Service)	<p align="center">Asian Institute of Management (AIM), EXCELL, Philippines (Under Prof. Mario Antonio G. Lopez "Mayo")</p> <p align="center">&amp;</p> <p align="center">Malaysian Institute of Integrity, Malaysia</p>	<p align="center"><b><u>International Content</u></b></p> <ul style="list-style-type: none"> <li>• Metropolitan Manila Development Authority (MMDA), Philippines;</li> <li>• Philippine Coast Guard, Philippines;</li> <li>• Parliament of Malaysia;</li> <li>• Malaysian Anti-Corruption Academy;</li> <li>• High Commission of India, Malaysia;</li> </ul>
2.	Management Development Program on Creativity, Reinvention and Self Development.	IIM Bangalore	
3.	Course on Organizational Effectiveness	Institute of Technology Management, Mussorie, DRDO	Was also elected Leader of the Group.

**TRAINER'S COURSES ATTENDED**

<b>Sl. No.</b>	<b>Name of the Course</b>	<b>Institute</b>
1.	Corporate Trainer	ProTouch, Gurugram (Delhi NCR)
2.	Recognized Trainer	Dr MCR Institute of Management, Hyderabad
3.	Mentoring	State Institute of Public Administration and Rural Development, Agartala
4.	Design of Training	Administrative Training Institute, Mysore
5.	Direct Trainers' Skills	Goa Institute of Rural Development and Administration, (GIRDA), Goa

**APPOINTMENTS HELD**

<b>ORGN./DEPTT</b>	<b>POST</b>
<b>HQ Integrated Defence Staff Ministry of Defence</b>	<b>Director (Pers)</b>
<b>Office of JS (Esst./CAO), Ministry of Defence</b>	<b>Deputy Chief Administrative Officer (Admin)</b>
<b>Office of JS (Esst./CAO), Ministry of Defence</b>	<b>Dy. Director, AFHQ Civil Service</b>
<b>Adjutant General's Branch, Army HQ</b>	<b>Dy Director, AFHQ Civil Service</b>
<b>Telecom Regulatory Authority of India</b>	<b>Sr. Research Officer (Pers.)</b>
<b>Program Office &amp; Secretariat Guided Missile Board, Defence Research and Development Organization, Ministry of Defence</b>	<b>Jr. Program Officer</b>

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