INDIAN NAVY

EXPERIENCE - CUM - TRADE CERTIFICATE

GENERAL INFORMATION ON RETIREMENT

NAME : ASHUTOSH SHARMA RANK : MC EAA (R) I*

PER. NO. : 194923H DATE OF BIRTH : 15 Sep 1985

JOINED ON : 02 Feb 2005 RETIRED ON : 28 Feb 2025

COURSES / EXAMINATION UNDERGONE IN SERVICE

COURSE NAME	QUALIFIED ON
ELECTRICAL ARTIFICER AIR RADIO APPRENTICE	05/05/2007
QUALIFIED TO MAINTAIN KAMOV-31	22/09/2007
QUALIFIED TO SIGN AIRCRAFT MAINTENANCE WORK	09/01/2008
ELECTRICAL ARTIFICER AIR RADIO 4 CONFIRMATION	29/10/2010
COMPETENCY CERTIFICATE	10/11/2010
SURERVISORY CERTIFICATE	01/12/2010
PETTY OFFICER LEADERSHIP COURSE	27/07/2011
ELECTRICAL ARTIFICER AIR RADIO 3	21/10/2011
UNIT CERTIFICATE	21/10/2011
CHARGE CERTIFICATE	28/03/2014
CHIEF ELECTRICAL ARTIFICER AIR RADIO	29/03/2014
NAVAL INSTITUTE OF EDUCATIONAL & TRAINING TECHNOLOGY	06/06/2015
NON DESTRUCTIVE TEST	01/09/2015
ADVANCED MCPO MANAGEMENT COURSE	17/11/2016

RELEASE CENTRE NAVAL PENSION OFFICE MUMBAI-03

* MASTER CHIEF ELECTRICAL ARTIFICER AIR (RADIO) I

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A. Core Competencies

1. Leadership and Management

a) A competent technical Junior Commissioned Officer, with over 20 years of vast experience as an Engine Room Artificer/ Electrical Artificer / Air Electrical / Air Engineer /Air Radio/ Air Weapon/ Hull Artificer; responsible for:

i) Electrical / Engineering Branch Onboard Various Warships / Aircraft.
ii) General Administration
iii) Material Management
iv) Security
v) Logistics
vi) Liaison
vii) Operations and Maintenance of Main and Auxiliary machineries/ Electrical, Electronics and Weapon equipments.

b) Extensive trade experience with a proven track record of attending various professional courses, thus ameliorating knowledge domain.

c) Planning, forecasting, setting objectives and determining courses of action, thereby efficiently preparing for any eventuality.

d) Significantly handled wide range of assignments, concurrently in a multitude of situations.

e) Trained in investigation of complaints and concerns, evaluating and offering possible courses of action, providing advice, guidance and direction.

f) Possess excellent motivation/ leadership qualities/skills, with the:
i) Capability in displaying the confidence needed to face the toughest leadership challenges.
ii) Ability to understand the purpose, objective, practice and procedures of department.

g) Possess the ability to deliver results in time bound situations.

2. Team Management and Motivation

a) Possess excellent communication, collaboration and team building skills.

b) Understanding of the:
i) Principles of people management and motivation.
ii) Effective means of influencing, motivating and ensuring effective results in a variety of situations.

c) Skills in negotiating and communicating with teams & individuals.

d) Trained & instructed to have a high sense of commitment, thereby striving for the achievement of excellence.

e) A team player, with the ability in delegating people with complimentary skills for maximum team effort and effectively draws on the strength of all team members.

f) Distinction of initiating & implementing the rewards/ recognition programme for motivating employees.

g) Proficiency in grasping new technical concepts and utilising the same in a productive manner.

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3. Administration

a) Implementing staff welfare policies and organising staff welfare activities such as transportation, housing, security, personal accidents, insurance etc. thereby enhancing employee motivation.
b) Supervising catering/ housekeeping / transport activities in the organisation.
c) Ensuring optimum and effective utilisation of funds in providing congenial work environment and basic amenities in the work premises.
d) Formulating operation budgets and taking adequate measures to ensure optimum utilisation of available funds towards the accomplishment of group objectives.
e) Managing time /office activities and maintaining the attendance/ leave records necessary for processing payrolls of employees.
f) Handling employee grievance & looking after the disciplinary action, canteen management & maintenance of harmonious employee relation.
g) Administering the performance management programme including periodic performance review and appraisal for staff members.

4. Liaison/co-ordination

a) Maintaining excellent relations with:
   i) Higher echelons
   ii) Statutory & regulatory bodies
   iii) Vendors and Contractors
   iv) Private firms and Government Officials
b) Efficiently co-ordinating with the various departments for the finalisation of deliveries as per service levels.
c) Ensuring internal cohesion in the organisation by maintaining clear communication network between the levels.
d) Extensive travelling to various sites to supervise work.
e) Clears up misunderstanding caused by unclear job expectations.

5. Crisis and Disaster Management

a) Managing operations during the actual crisis in the midst of the event to the degree that the events can be managed.
b) Co-ordinating with the organisation response to a crisis/ emergency (fire, floods and accident) in an effective and timely manner.
c) Planning disaster/ emergency management programme.
d) Overseeing the maintenance function involving scheduling of preventive, corrective & shut down maintenance to maximize availability and reliability of machinery & equipment.
e) Arranging security of Equipment, Men, Materials and Information.
f) Restoring 'Internal Security' by aid to Civil Authorities.
g) Qualified in firefighting and escape route drills for quick responses during crisis and emergencies.

B. Branch Specialisation

Air Electrical Artificer(Radio) / Mechanician Aircraft Radio

Maintenance Operations (Air Craft/ Ground Support Equipment & Vehicles)

a) Planning, organising and administration of flight servicing and routine servicing of aircraft held in squadrons, ships or air stations. Organising and supervising operations and

maintenance of ground support equipment and ground powered vehicles used in aircraft servicing work.

b) Supervising the aircraft handling movement, jacking & lifting at shore & afloat.

c) Planning and effecting preventive maintenance schedules of various aircraft and aircraft equipment/ instrument.

d) Proactively identifying areas of obstruction/breakdowns.

e) Executing cost saving and energy saving techniques/measures and modifications to achieve substantial reduction in O&M expenditures and work within the budget.

f) Preparing failure analysis, preventive, predictive and breakdown report for minimizing downtimes by providing quick turn around responses and efficient solutions. Formulating the alternate servicing / repair procedures.

g) Conducting a statistical analysis of failure / breakdown of systems.

h) Highly skilled in:

i) Functional testing and defect rectification of aircraft electronic avionic system and associated equipments, instruments, navigation systems and transformers etc.

ii) Tool control procedures.

iii) Salvage of crashed aircraft.

Administration

a) Recording and certifying the servicing and maintenance work, including forecasting and preparation of statistical data.

b) Preparing/ generating reports and preparing technical instructions & publications.

c) Organising and supervising the technical library consisting of aircraft publications and books of reference.

d) Administrating the aircraft maintenance control office where all aircraft related documents are held.

Materials / Store Management

a) Designing, implementing and monitoring effective procurement schedules along with finalising the specifications of the materials and establishing the quality & quantity limits for effective inventory.

b) Forecasting and reviewing the inventory requirement. Competency in storage / preservation of aircraft/equipment including servicing during storage, and packing / transportation of inventory.

c) Streamlining the system and procedures for effective inventory control for ensuring ready availability of materials.

d) Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation.

e) Overseeing the store management and maintaining reduced inventory levels. Implementing Standard Operating Procedures within the warehouse and training team members in maintaining compliance with these procedures.

Quality Assurance and Control

a) Ensuring the adherence to quality standards and maintaining all related documents.

b) Identifying areas of quality failures and taking steps to rectify the system.

c) Practicing quality standards with key emphasis on improving quality and cost benefits.

d) Inspecting serviced work carried out on aircraft / equipment.

thereby ensuring compliance of standard operating procedures.

Human Resource Management/ Training and Development
a) Mentoring and monitoring a team of staff personnel, thereby ensuring optimum performance.
b) Designing/ developing training modules & organising training programme for trainees, both on fields as well as in classrooms.
c) Developing and preparing presentations to support instructions.
Knowledge in scientific methods of organising men efficiently on board ships and ashore.

C. Area of Exposure

Avi Tech EAAR (Electrical Aircraft Artificer Radio)

Operations and Maintenance
a) Overseeing operation and maintenance of advanced aircraft avionics, communication and tactical systems.
b) Identifying and rectifying complex defect on air radio equipments.
c) Establishing Workshop Test Benches for servicing air electrical components using CRETE and STTE equipments.
d) Carrying out testing of printed circuit board of aircraft radio equipments.
e) Organising and supervising the detached operation, Handling cargo loading and unloading while carrying various detachments and other survival operation.
f) Overseeing the store management and maintaining reduced inventory levels,using management system software.
g) Maintaining the stock of material without any variance by conducting stock verification and documentation.
h) Imparting on job instruction to trainees & developing various aircraft maintenance skills.
i) Carrying out the duties of flight inspector and supervisor in preparing the aircraft for routine and operational sorties.
j) Assisting external agencies in incorporating modification of avionics system on aircraft.
k) Looking after the calibration,testing &tuning of various gauges and equipment in workshops

Professional Courses

Petty Officer Leadership
a) Developing Leadership Qualities of Senior Sailors.
b) Taking in-charge of group of men and maintaining discipline among subordinates and leading the efforts for planning.
c) Organising and executing various task of service.
d) Attaining competency in Human Resource Management Aspect of Leadership.

CPO Management
a) Assuming higher responsibilities.
b) Handling managerial task such as planning,supervision and controlling the departmental section.
c) Providing strong and effective link between subordinates / officers and guiding juniors for promotions and discipline.

d) Building competency in handling assigned task through proper planning,visionary approach and smooth execution.

Naval Institute of Educational &Training Technology Course
a) The individual is trained in methods of Teaching & Preparation of Lesson plan.
b) Trained in using & preparing teaching aids for conduct of instructions and preparing questioning techniques/ preparing examination question papers. Trained on methods of Performance Evaluation.

Station : MUMBAI - 400 008
Date :28 FEB 25

(Abhishek Prabhat)
Commander
OIC Release Centre

RELEASE CENTRE NAVAL PENSION OFFICE MUMBAI-08

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*** NO DUPLICATE WILL BE ISSUED****