CURRICULUM VITAE

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"ABOUT ME"

For Transformation from Military environment to civil service | Offering 20 Yrs of Experience | Seeking opportunity in Defence Sector firms/ Banking Sector /Mechanical Engineering/ Safety and Security Officer/ Manager (Procurement & Contracts) / Admin Officer /Maintenance Officer. AICTE Diploma in Mechanical Engineering | B.Sc Marine Technology with computer and IT | CDAC Certified System Administrator

CARRIER OBJECTIVES: - To achieve personal excellence in the field of IT and Management, Safety and security of an organization, Financial Planning and Concluding of Contracts, Administration that can provide adequate opportunity and successive growth to my career. Working with confident that must benefit the organisation before self.

KEY SKILLS: - 20 years of experience in Technical Management, Supervisory Skills, Operations Management, Maintenance Management, Expertise in GeM and Govt contarcts and AMCs, Organisation Planning, Coordination, Performance Management, Fire, Safety and Security Manager, Strategic Planning, Training Organisation Skills, Team Leadership, Communication, Human resource management, Digital Data management with IT network structure configuration. Punctual, professional, determined, responsible, initiative, enthusiastic & self-disciplined.

ACADEMIC QUALIFICATION

S.No.	COURSE NAME	YEAR	RESULT	BOARD/ UNIVERSITY
(a).	Secondary School Examination	2000	78.50	BSE Rajasthan
(b).	Senior School Certificate Examination	2002	65.50	BSE Rajasthan
(c).	Nuclear Biological Chemical Defence and Damage Control	2005	Pass	NBCD School, INS Shivaji , Lonavla

	including Fire-fighting Course			
(d).	Nuclear Biological Chemical Defence and Damage Control including Fire-fighting Course	2008	Pass	NBCD School, INS Shivaji , Lonavla
(e).	Diploma in Mechanical Engineering	2009	81.00	Ministry of Defense (Navy)/AICTE
(f).	Leadership course	2010	Pass	INS Agrani
(g).	BSc Marine Technology	2013	80.37	Cochin University of Science and Technology (CUSAT)
(h).	Information Technology Specialization Course	2014	Pass	INS Valsura
(i).	Certified by CDAC-Pune in (i) C and C++ Programming (ii) Networking and System Administrator (iii) Software Programming	2014	Pass	C-DAC Pune
(j).	Certification by ICM, Jaipur of Accounting and Book Keeping	2023	Pass	Institute of Co-operative Management Jaipur

WORK EXPERIENCE: - As a specialist for Engine Room Artificer for operations and maintenance of ships main propulsion plant and its associated system, On-board Power Generation, Air conditioning and ventilation, Major and portable Fire-fighting equipment, with more than 15 years of leadership and HR management of various units under Ministry of Defence (Indian Navy) from 31Jan 2004- 31 Jan 2024.

- **Jun 2018-Jan 2024 (Command IT Office, Headquarters Western Naval Command)**
- **Post - Divisional Master chief Regulator and Procurement In-Charge**

- Optimum utilisation of Manpower, Office handling including the senior leadership roles.
- Divisional Admin Chief and regulator for subordinate staff.
- Ensuring staff are properly trained and qualified for their assigned responsibilities.
- Monitoring the environment and reacting to events using predefined procedures being posting in Headquarters.
- Management of complete procurement activity like Statement of Case (SOC), preparation & publishing of RFP, Tendering Bid, Order placement and finally installation and configuration of the IT system including Hardware/Software which also includes Vendor Management.
- Allotments of IT Head Funds to units under WNC as per Annual Procurement Plan and emergency procurements.
- Accessing of Technical Evaluation Bids before processing for Financial Bids in procurement procedures.
- Initiating AMC for all the IT hardware as well software used for the training purpose

for seamless availability. Co-ordination with AMC firms to ensure supplier management for day-to-day support.

- Accounting of portable and encrypted mass storage media.
- Ensuring the right approach of procurement under IT heads and scrutinizing of case file for optimum utilization of funds.
- Broad annual Planning for Department in respect of HR related Issues.
- Resolve the conflicts related to personnel, professional, Admin, Welfare and Civil (for contracted civilians) for subordinate staffs.
- Maintenance and Audit of all stocks and ledgers.
- Plan and coordinate training for under trainees for Officer and sailor courses.
- Senior Manager for Technical and Administration.
- Visiting of various Mumbai stationed units for Annual IT Audits and IT inspection.
- LAN/WAN Defect Identification and rectification, setting up of Network structure.
- Implemented Security Policies, Procedures and Processes to protect Confidentiality, Integrity and availability of data. Supported and facilitated the adoption and expansion of IT best practices.
- All IT equipment procurement and installation including their uses in daily life of military standards including maintenance.
- Timely completion of projects as per time line and initiate falls measure clause, if failure as per contract.
- Carried out the duties of Command Security post as Duty MCPO.

❖ **Mar 2017-Jun 2018 (Commander of Yard, Karwar)**

❖ **Post Section-in-Charge Yard Craft Maintenance and Divisional Chief Admin**

- Optimum utilisation of Manpower, Office handling including the senior leadership roles.
- Ensuring staff are properly trained and qualified for their assigned responsibilities.
- Divisional Admin Chief and regulator for subordinate staff.
- Administrated and ensuring of operability of a Fleet of 33 Supporting Vassals in cluding Fuel Barges, Water Barges, 30 Ton Tugs, 15 Ton Tugs, Ferry Crafts and Motor Boats.
- Management of complete procurement activity like Statement of Case (SOC), preparation & publishing of RFP, Tendering Bid, Order placement and finally installation and configuration of the Electrical/ Mechanical/Control and Firefighting system which also includes Vendor Management.
- Managed different Projects and completed them within defined timelines. In case of any delay in the progress establishing coordination with various stakeholders for notification and advisory.
- Testing and Training of Fire-fighting Systems and Damage Controls procedures of Yard Crafts.
- Ensuring of periodic Maintenance of Engines, Switch Boards and Control Panel including Auto Operated Major Fire Fighting Systems as per annual/quarterly/ Monthly refit plan.

- Ensure readiness and safety audits of Fire-fighting systems and Fuel Filling and Distribution system.
- Plan and Prepare Maintenance schedule for newly inducted Machinery.
- Preparing SOPs for newly inducted Yard Crafts.
- Updating the Senior Management on issues that affect the organizational business on a regular basis as well as facilitating Reviews, Audits or Investigations as required by the Senior Management.
- Monitoring of building construction with specified drawings. Stock taking and correlation of required and availability stocks.
- Coordination with other stake holder of the projects like planning, consultants & contractors.
- **Honored with Commendation by CNC (Commander in Chief WNC) for Emergency Repairs in floating Craft Himmat.**

❖ **Aug 2017-Mar 2017 (Indian Naval Ship Vikramaditya, Karwar)**

❖ **Post – Section in-Charge Power Generation and Distribution including Distillation)**

- Divisional Admin Chief and regulator for subordinate staff.
- Administrated and Maintained 1.5 KW Turbo-generators, 1.5 KW Diesel Generators and 02 Tons Distilling Plants and their associated system.
- Ships IT In-Charge handled quarries related to maintenance/ repair and IT policy implementation for approx. 980 Users.
- Ensuring of periodic Maintenance of Engines, Switch Boards and Control Panel including Auto Operated Major Fire Fighting Systems as per annual/quarterly/ Monthly refit plan.
- Ensure readiness and safety audits of Fire-fighting systems and Air conditioning including ventilation system.
- Testing and Training of Fire-fighting Systems and Damage Controls procedures of PGD section compartments.
- Directing Physical Security by implementation & monitoring of fire sensors, flood sensors, fire extinguishers, CCTV, PTZ, IP Camera, and Movement Detectors at organisation level.
- Accounting of portable and encrypted mass storage media.
- Responsible for preparation of defect/project/task list for periodic refit/repair and maintenance in terms of IT and Machinery equipment.
- Coordination between various units for time completion of trials of safety equipment.

❖ **Mar 2015- Aug 2016 (Indian Naval Ship Kottabomman, Tirunelveli)**

❖ **Post Deputy Motor Transport Officer**

- Administrated and ensuring of operability of a Fleet of 43 Motor Transport vehicles for facilitating units for emergency and daily needs functions.
- Management of complete procurement activity like Statement of Case (SOC), preparation & publishing of RFP, Tendering Bid, Order placement for Repair and purchase of spares for MT Vehicles.

- Maintained and ensured proper functioning of Ships Petrol Pump wrt cash account and audited documents.
- Scrutinize and Audit of Fuel consumption of vehicle with respect to their running hours and VDRA registers for early detection of defects.
- Initiating AMC for all the general repair, spares and painting of MT Vehicles. Co-ordination with AMC firms to ensure supplier management for day-to-day support.
- Initiation of Cases/ Contract Agreement for BER Vehicles and timely completion of case as per written guideline for demanding new vehicle for replacing them.
- Managing Office activities, grievance handling, disciplinary action including periodic performance review and appraisal of subordinates.
- Ensure readiness and safety audits of Fire-fighting systems and Air ventilation system for fuel tanks.
- Management of Assets and survey of BER Assets.
- Calibration and testing of vehicle speed, temperature and level meters.

❖ **Apr 2012-Mar 2015 (Indian Naval Ship Vikramaditya , Karwar)**

❖ **Post – Section in-Charge Power Generation and Distribution including Distillation)**

- Administrated and Maintained 1.5 KW Turbo-generators, 1.5 KW Diesel Generators and 02 Tons Distilling Plants and their associated system.
- Ensuring of periodic Maintenance of Engines, Switch Boards and Control Panel including Auto Operated Major Fire Fighting Systems as per annual/quarterly/ Monthly refit plan.
- **Trained in Russian Military Institute, Pushkin, St Petersburg for maintenance and operation of Control system, Turbo- generator, onboard Air conditionor, Distilling Plants and Fire-fighting arrangements at Aircraft Carrier.**
- Ensure readiness and safety audits of Fire-fighting systems and Air conditioning including ventilation system.
- Testing and Training of Fire-fighting Systems and Damage Controls procedures of PGD section compartments.
- Directing Physical Security by implementation & monitoring of fire sensors, flood sensors, fire extinguishers, CCTV, PTZ, IP Camera, and Movement Detectors at organisation level.
- Accounting of portable and encrypted mass storage media.
- Responsible for preparation of defect/project/task list for periodic refit/repair and maintenance in terms of IT and Machinery equipment.
- Coordination between various units for time completion of trials of safety equipment.
- Maintenance and operations of Fire Control Systems for PGD Section compartments on-board.
- **Honored with Proficiency Award by Commanding Officer.**

- **2009-20012 (Indian Naval Ship Godavari, Mumbai)**
- **Post Section in-Charge Control Engineering**

- Ensuring of periodic Maintenance of Engines, Switch Boards and Control Panel including Auto Operated Major Fire Fighting Systems as per annual/quarterly/ Monthly refit plan.
- Ensure readiness and safety audits of Fire-fighting systems and Air conditioning including ventilation system.
- Monitoring of vibration of all running machinery for early detection of its failure and maintaining its operability.
- Testing and calibration of all control equipment, sensors and embedded system.
- Maintenance and 24X7 Operability of Compressed air system and all associated pneumatic operational valves of Major fire-fighting and weapon firing system.
- Testing and Training of Fire-fighting Systems and Damage Controls procedures of section compartments.
- Directing Physical Security by implementation & monitoring of fire sensors, flood sensors, fire extinguishers, Camera, and Movement Detectors at organisation level.
- Responsible for preparation of defect/project/task list for periodic refit/repair and maintenance in terms of Machinery equipment.
- Coordination between various units for time completion of trials of safety equipment.
- Maintenance and operations of Fire Control Systems for Section compartments on-board.
- **Honored with Proficiency Award by Commanding Officer**.

SELF APPRAISAL: I have retired from Naval Service on 31 Jan 2024 and seeking for an environment where my knowledge and experience could be explored and enhanced, where I could dedicate my sincere efforts for the well-being of the organisation and where my abilities of mastering new technologies as a good learner will be enhance.



Place: Jaipur (Rajasthan) **(Sandeep Kumar Gangawat)**

Date: MAY 25 8693041185