CURRICULUM VITAE



ASHVANI KUMAR

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Permanent Address: Vill- Dhani Dochana, Post- Dumoli Khurd, Dist : Jhunjhunu, (Rajasthan)- 333516

PROFILE

- Highly motivated and strategic- minded Naval veteran with 20 years of proven expertise in human capital management, operations, cost optimization, process improvement and inventory control. Adapt at leading teams and implementing best practices to drive operational excellence.
- Skilled in excellent communication, Leadership, Logical thinking, problem solving and meeting deadlines.
- Ready to pursue challenging opportunities requiring technical/ managerial expertise success of my organization

WORK EXPERIENCE

A) **Manager Marine Operation (Jetty Officer)- Reliance Industries limited**
25 Apr 25 to Till date

- **Supervise and manage day-to-day operations related to vessel berthing, loading, and unloading of cargo, ensuring adherence to safety and operational protocols.**
- **Plan, schedule, and monitor preventive and breakdown maintenance of port machinery and infrastructure to ensure uninterrupted operations.**
- **Maintain accurate documentation related to vessel safety checks, and maintenance activities.**
- **Lead and train support staff in safety procedures, operational workflows, and administrative tasks.**
- **Prepare daily and monthly reports on port activity, maintenance status, and incident handling.**
- **Liaise with multiple departments for smooth coordination, compliance checks, and execution of administrative processes.**
- **Implement and follow administrative procedures for personnel attendance, shift schedules, and resource allocation.**

B) Assistant Manager (Admin) - eTrade Pvt. Ltd.
12 Aug 24 - 3 Nov 24

- Manage daily administrative operations, ensuring efficiency and compliance with company policies.
- Oversee office facilities, maintenance, and vendor management to create a conducive work environment.
- Coordinate with HR and other departments to support recruitment, onboarding, and employee engagement activities.
- Implement and monitor security and safety protocols, ensuring the well-being of employees and company assets.
- Maintain accurate records and reports for audits, compliance, and operational efficiency.

C) Quality Assurance Inspector - QAE(WE), Bangalore
INDIAN NAVY - Feb 23 to Jan 24

- General understanding of ISO quality systems for production, quality control and quality assurance and familiarity with clearance of inspection record/ protocols on computer based quality assurance data management system.
- Adherence to approved Quality Assurance / Quality Control planed scrutiny of Measurement Plan for its correctness, ensured production process based on drawing requirements and specification.
- Inspection of items at vendor premises and witnessing FATS for LM2500 Gas Turbines.
- Providing Quality Assurance (Witnessing/Acceptance) Functional checks for Environmental Stress Tests (Type test) against Equipments manufactured by Vendors as per JSS 55555.

D) Mechanical Engineer (Dept. Regulator/ ML Manager)
INDIAN NAVY- Aug 11 to Jan 23

- Strictly implemented Planned Maintenance (Preventive, Predictive and Corrective) and Breakdown maintenance schedules Store and Inventory management and Safety procedures.
- Managed various teams of approx. 50 to 80 Members at various appointments showing Team Management, Confidence and Motivational Skills. Have proven leadership skills to lead and manage wide variety of men and have potential to undertaken multitasking.
- Supervision and coordination with external service providers/ OEM/ contractors/ vendors.
- Skilled in analysis & interpretation of data, generation & consolidation of various reports, maintenance of status updates.
- Actively participated in planning, execution and modification of maintenance schedules.
- Store and Inventory management.

E) Mechanical Engineer (Operator/ Maintenance)
INDIAN NAVY- May 2005 – Aug 2011

- Gain root level watch keeping/operation experience on Auxiliary Machineries i.e. Diesel Generators, Gas Turbine Generators, ACs, Pumps, Valves, Air Compressors, Auxiliary Boilers, RO Plants, Oily water separators etc.
- Actively participated in defect identification and rectification (DI/ DR) of machineries.
- Experience in the technical field of Installation/ Setting to work/ Validation/ Testing of new equipment, maintained close relation with OEM and external service providers.

JOB RESPONSIBILTIES

A) Administrative Chief, front line supervisor, up keeping of Records, File management, Management of Man & Material, Management of Establishment Events, Handling & managing of Accounts, Audit Member of Various funds accounts and legers.

B) Functioned as point of contact across the organizational hierarchy for collating and evaluating feedback on issues related to existing working conditions and other related factors.

C) Ensured compliance to organizational policies and other statutory regulations pertaining to documentation/ archival of organizational records.

D) Optimized resource utilization by effectively implementing manpower plans and other process improvement initiatives pertaining to Organization goals.

E) Evaluated team performance and render productivity enhancement feedback. Organized training sessions for team members based on identified training needs.

F) Safety Officer – Responsible for all compliance's related to health and fire safety including first aid fire fighting equipment, fire main system, smoke sensor, sprinkling system.

SPECIAL PROJECTS

A) Prepared and presented various failure analysis reports based on defect data using CMMS (Computerised maintenance Management System) which helps the senior management and other stakeholders to enable effective decision making.

B) Provided QC coverage for LM200 Gas Turbine Engine (GE Engine) assembled by to M/s HAL, Bangalore (Hindustan Aeronautics Limited) and IPMS (Integrated Platform Management System) project by M/s L3 communications, Bangalore for DQAWP (Director of Quality Assurance Warship Projects)

PROFESSIONAL DEVELOPMENT:

A) Leadership Course- Naval Institute of Management (INS Agrani)

B) Management Course - Naval Institute of Management (INS Agrani)

C) Basic NBCD and fire fighting course - INS Shivaji

D) Diploma in Security Officer from National Institute of Security Management(R), Bangalore

EDUCATIONAL DETAILS

Level/Class	Board/University	Marks (%)
Metric	Rajasthan Board of Secondary Education	68 %
High School	Rajasthan Board of Secondary Education	64.92 %
Diploma (Mechanical)	Indian Naval Ship Shivaji	70.47%
BSc (Marine Technology)	Cochin University of Science & Technology	72.92%
Masters-History	IGNOU	56.06%

ACHIEVEMENTS

A) C-in-C Commendation award by Flag Officer Commanding-in-Chief, Eastern Naval Command.

B) Proficiency award by Commanding Officer for engineering defect investigation and rectification in very short time during critical conditions.

SKILLS & STRENGHTS

A) Professional Skills: -

- HR and operations management.
- Leadership.
- Team Management.
- Liasing with multiple agencies.
- Focussed and disciplined.
- Self-driven and Innovative.
- Decision Making

B) Soft Skills: -

- Computer knowledge – Windows, Linux, MS Office, Libra Office
- Software: Data analysis (CMMS), Machinery Control System (IPMS), PLC based Control system

C) Hobbies

- Sports like basketball, Volleyball and Triathlon.
- Travelling.