***Administrative Manager, Budget and Procurement-in-Charge, Tendering and Contract management, Safety and Security-in-Charge, Chief of Watch, Department Regulator, Chief Engineer, Training-in-Charge, Promotion and Selection board senior member, Refit and Repair coordinator, Canteen Manager, Senior Technical Advisor, Firefighting and Damage Control Specialist Group-in-Charge, Headquarters level Administration.***

**RENJITH VR**

Contact**:-**

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**CAREER OVERVIEW**

A high motivated Senior professional with proven success in leadership, management, operational/organisational excellence and organisational development. Recognised for inspiring management and team members to excel and encouraging creative work environments. Enthusiastic and eager to contribute to team success through SMART work, attention to details and excellent organisation skills. Self-motivated to encourage, implement and excell with over 20 years of successful experience in Indian Navy and technical/ relevant associated skills. Accredited consistently for performance excellence and contribution towards success by higher officials repeatedly. Strength in managerial and leadership backed by professional excellence.

* **Responsible** for overall organisational operations safety and security.
* **Budgetting and Estimation**. Expert in preparing Budget reports including BE, FE, PRE, RE, including follow up procedures.
* **Relationship Management.** Managed service provider relationships delivering data communication and other infrastructural services to the Association. Prepared SoCs, RFPs, reviewed bid proposals, contracts, scope of work, and other documentation for projects and associated efforts including price negotiation. Offered data-driven recommendations aligned with overall strategies and prioritised process improvement initiatives to higher hierarchy.
* **Administration.** Skilled in analyzing risks to organization, ensuring compliance to SOPs. Designing secure solutions to facilitate completion of organizational objectives. Uncommon analytical, problem solving and an effective communicator with excellent interpersonal & relationship managerial skills. Ability to handle multi-dimensional State of art Engineering systems and diverse range of automated Engineering projects including IPMS.
* **Professionals team handling**. Managing the team of supervisors, sectional-in-charges and other middle level managerial professionals.
* **Team Management**. Efficient guidance and management of teams of Security administrators, Server administrators and networking professional with key focus on security and compliance to policies. The device count managed by teams extends upto 5000+ desktops and servers in whole with 500+ networking devices in entire Naval regions.
* **Training.** Carrying out training on various precautions, procedures and guidelines as well as technical lectures to all stakeholders in engineering as well as safety and security. Liaised with many organisations to organise and perform quality standard training for new and existing staff.
* **Policies & Plans.** Managed the development and maintenance of documentation including departmental policies, procedures, disaster recovery plans, and technical reports as it relates to Operational availability and upkeep. Providing recommendations to management regarding administrative policies creation and implementation.
* **Leadership.** Strong leadership traits that include team and subordinates’ welfare with discipline, handling grievances of subordinates and maintaining harmonious work culture. Awarded with Best Leader from Leadership School of Indian Navy.
* Highly creative and proficient in brain storming overproblems.
* **Tech savvy.** Through knowledge of Computers and Networking including Office Softwares.
* Carried out diversified duties such as Department Regulator, IT & Procurement-in-charge, Canteen Manager, Command level Administration, Training-in-Charge, Promotional/Selection board senior member, Liaison-in-charge, Engineering equipments operation/ maintenance, Accounting Tendering and Budgeting, Chief of Watch Office Administration, Safety & Security- in-charge, Fire fighting and Damage Control Specialist group etc.
* **Projects and innovation.** Planned and executed maintenance and repair well in time. Implemented proper PPM,CBPM measures for repair and refit of engineering equipments and ships.
	+ Headed the team of technical staff for complete the major refit projects of INS Kumbhir, Nirupak, Sutlej, before time to make the ship available for the operation.
	+ Nominated for commissioning crew of INS Shardul and taken over the ship well in time completing all major trials as a department-in-Charge.
	+ Headed a team of technical members to resolve the recurring problem of Maine Engine which OEM were not able to solve due to design deficiency. Commended by the Headquarters for the same for excellent work and commitment.
	+ Headed a projects of more than Rs 4 crore supply and service procurement per year with contract negotiation and execution well in time, with huge financial savings.
	+ Completed project of newly build Technical Service Complex building office set up including LAN management.
	+ Completed a security project of CCTV network implementation at NSRY(PBR) along the dockyard perimeter well in time.

**PROFESSIONAL ACHIEVEMENTS AND SKILLS**

* Achievements
	+ **Innovation.** Personally developed a solution for engineering problem onboard IN Ship.
	+ **Leadership**. Adjourned as Best Leader and Best in Academics in Leadership Course conducted by Indian Navy.
	+ **Commendation.** Commended / Appreciated with certificate by Commander-in-Chief of respective Indian Naval Commands for exceptional work/dedication towards work **TWICE** in service (Southern Naval Command and Andaman and Nicobar Command).
	+ **Conduct and Behaviour.** 20 Years 25 days defence service with 10 years 4 Months 28 Days of Sea Service onboard Indian Naval Ships with Character as Very Good (VG) and efficiency as Super (SUPR)

## Additional Experience

* + During initial engagement, served onboard Naval ships as Engineering systems and equipment specialist. Carried out defect identification and defect rectification in complex engineering systems.
	+ Worked as Chief Engineer post.
	+ Having total 20 years of experience in Indian Navy. Responsible for maintaining co- ordination between subordinates, departmental welfare, grievance handling, and maintaining discipline in the departmental **team.**

## Skills

TeamManagement, Account Management, Procurement Expertise, Document Preparation and Management , Contract Negotiation, Incident Reports, Loss Prevention , Area Management, Safety and Security Regulation, Training selection and Development, Preventive Maintenance, Team Management, Local Purchase, Administration, Leadership.Team Leadership, Staff Supervision..

**EDUCATIONAL QUALIFICATION**

* Sahityacharya, by Kerala Hindi Pracharasabha an Equivalent degree in Hindi in Oct 1997.
* SSLC/ High School from Govt. Model High School, Trivandrum with Distinction (93%) in Mar 1998.
* Diploma in Mechanical Engineering from Indian Navy Indian Naval Institute, Center of Maine Engineering Technology (CEMET) at Lonavla with 72.08% in Jan 2004 along with Basic Course in NBCD, Firefighting and first aid from NBCD Schoold
* Auxiliary Watch Keeping Certificate (AWKC) certificate from Indian Navy Dec 2003.
* Diploma in Security and Banking from Cardinals Educational Society with 72% in Mar 2005.
* Internal Combustion Engine (ICE) Competency Certificate from Indian Navy in Sep 2005.
* Completed Leadership Course from Indian Naval Institute at Coimbatore. Awarded as Best Leader and Best in Academics during leadership course in Jun 2007.
* Completed Chief Engineering Artificer Course and awarded with BSc in Marine Technology by Cochin University of Science and Technology (CUSAT) in Jun 2009.
* Certified Course in Networking from IIHT, Bangalore in Nov 2010.
* Certified Course in Linux Administration from IIHT, Bangalore in May 2012.
* Completed +2/ SSC from Council of Secondary Education, Mohali in May 2014.
* Completed Diploma in Safety Management on 30 Jun 2018 with Grade A.
* Completed Diploma in Fire Safety Management on 31 Dec 18 with Grade A.
* Awarded with Graduation from Ministry of Defence, Indian navy on Sep 2019.
* Completed Diploma in Security Management on 31 Jan 2020 with Grade A.

**LINKS AND PROFILES**

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* EF SET - [www.efset.org/cert/hkogzU](http://www.efset.org/cert/hkogzU)

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# I hereby declare that the best of my knowledge the above information is correct, true & can be verified by the supporting relevant certificates & documents in original.

Sincerely

Renjith VR