



ABEEESH M

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PROFILE SUMMARY

Served as Senior Non-Commissioned Officer in Indian Air Force with 20 years of experience in Administration, Human Resources Management and also a trained fire fighter/instructor. Dynamic and instrumental in finding the strengths and weaknesses of both employees and organization environment so as to improve the quality and achieving the ultimate goal of the company. Having an excellent communication skill and a tactical approach will lead to transmit to all level or degree of people across the organization.

WORK EXPERIENCE

Served in the Indian Air Force – February 1999 to February 2019

- Designated as Senior Non-Commissioned Officer in the Indian Air Force with 20 years of vast experience in Administration and Human Resources Management. with tremendous experience of tackling of unpredictable situations within the organisation and also in civil.

- Vivid experience of working in different fields of Administration right from the starting stage of the smallest unit to the highest formation of Indian Air Force. Rendered effectively the duties of Personal Assistant to Chief Administrative Officer in a forward base Operational Unit.

- Appreciation from Station Commander of a Flying base and appreciation from various civil agencies in recognition of Fire fighting and rescue operational skills.

- Experience in handling various Stores and inventories and all documentation in this regard.

- Trained in Minor and Major Fire Fighting Appliances in the Organisation. Designated as an Instructor to execute Fire lectures, training of personnel and demonstrations. Attended several live fire incidents and was instrumental in saving the life and property inside the organisation and in civil side. Specialized

experience in conducting publicity campaign at Schools, Colleges and various National and International Trade /Job Fair events across the Country to attract aspirant youths to the service of Nation.

- Having a true experience in conducting All Service functions such as Air shows, Guard of Honour, Ceremonial events in connection with VIP visits, Conferences etc.

- Active involvement to lift up the quality of life and modern standards which in turn improved the organisation as a whole by methods of co-operation and creating an atmosphere of mutual respect and open communication.

- Always keep a positive attitude towards looking after the welfare measures of the employees for better output.

EDUCATION QUALIFICATION

SL NO	PARTICULAR	SCHOOL/COLLEGE	MONTH/YEAR	% OBTAINED	GRADE
01	SSLC	GOVT HIGH SCHOOL MANGAD	MARCH/1996	67%	FIRST CLASS
02	PRE-DEGREE	TKM COLLEGE OF ARTS AND SCIENCE	MAY/1998	54%	SECOND CLASS
03	B.COM	ANNAMALAI UNIVERSITY	MAY/2015	47%	THIRD CLASS
04	CERTIFICATE IN SECURITY MANAGEMENT OF STRATEGIC INSTALLATIONS	IGNOU	FEB 2012	52.5%	
05	DIPLOMA IN FIRE FIGHTING AND SANITATION OF STRATEGIC INSTALLATION	IGNOU	AUG/2012	50.5%	SECOND CLASS
06	ASSOCIATE DEGREE IN ARTS	IGNOU	AUG/2013		
07	BA	IGNOU	FEB/2018	58%	SECOND CLASS
08	CERTIFICATE IN SALES MANAGEMENT	INDIRA GANDHI INSTITUTE OF MANAGEMENT LUCKNOW	JAN 2019	70%-80%	
09	ADVANCE DIPLOMA IN COMPUTER APPLICATION	S TECH COMPUTER INSTITUTE	DEC 2015	80%-100%	
10	TRADE PROFICIENCY BY INDIAN AIR FORCE	INDIAN AIR FORCE	FEB 2019		
11	CERTIFICATE OF COMPETENCE	INDIAN AIR FORCE	FEB 2019		

CAREER HIGHLIGHTS

- Vivid experience of work started from the training centre and posted to different regions and strategic units of Indian Air Force.

- Performing Administrative duties at flying station of Indian air force which includes co-ordination of both admin and technical side.

- Personal Assistant to Chief Administrative Officer at one of the most strategic unit located in a forward base where Indian Air Force is showcasing its airpower and its weapon power once in three years.
- Conducting of various service and civil functions which were the prideful moments in the career and that is endless.
- Management of any type of extreme emergencies and panic situations in a cool state of mind.
- Maintenance of discipline and welfare among all personnel of the entire unit.

PERSONAL PROFILE

Date of Birth : 29.05.1981

Marital Status : Married

Nationality : Indian

Languages Known : Malayalam, Hindi, English and Tamil

Hobby : Cooking, Music, Reading, travelling and Badminton etc.

Passport : Yes

Driving Licence : Yes

It is stated that above mentioned details are true to the best of my knowledge and belief.

(Abeesh M)