

# S JAYA KUMAR

## (Junior Commissioned Officer, Indian Army)

Email: [jaykumarmails@gmail.com](mailto:jaykumarmails@gmail.com) Mob - 9554681999



### Senior Executive – Business, Office, IT & Security

#### AREAS OF EXPERTISE

- Business Administrator
- Man Management
- Office Superintendent
- Security Advisor
- Clerical Jobs
- Network Administrator
- LAN Administrator
- Cryptology

#### PROFESSIONAL SYNOPSIS

Highly accomplished **Indian Army Junior Commissioned Officer** with over **23 years** of experience in the area of Business Administrations , Office, IT, Management and Security Advisor. In the designation of Junior Commissioned Officer in Army worked as Administration officer/Head of the Official department, Project Advisor, Advisor in the field of Cryptology, LAN Administrator, IT Manager and Security adivosr. Committed towards building outstanding workplaces and performance driven organizations:

- Managing and leading team members.
- Administrating Office Jobs and Security.
- Enthusiastic in promoting the business wherever be placed.
- Disciplinary and punctual person.
- Believe in hard work and self-trust.
- Comfortable to work with all age groups.
- Sensitive in executive works.
- Deft in planning, managing and developing resources.
- Installing, configuring, testing & maintaining network equipment & devices.

#### KEY DELIVERABLES

- Responsible for official works and also appointed as Head Clerk and Office Superintendent.
- Directed and guided team members that developed management solutions.
- Man management supervisor and handled manpower strength of 1000 persons.
- Managed repair and maintenance of IT assets including Networking.
- Overall responsible for LAN maintenance and also appointed as Network administrator.
- Supervisor in the field of Projects and Security.
- Worked as Instructor for IT Course and Cryptology.
- Communication supervisor in the field of Cryptology.

#### EDUCATION & CREDENTIALS

- **Bachelor of Business Administration** from Annamalai University, Tamil Nadu in 2010.
- **Diploma in Data Communication and Networking** from CDAC, Pune in 2004.
- **Diploma in Information Technology** from C-DAC, Pune in 2008.
- **Diploma in Cryptology** from Military College of Telecommunication Engineering in 2010.
- **Diploma in Supervisory Management** from Lal Bahadur Shastri Inst of Management in 2018.
- **Leaders Course on Leadership, Motivation and HRD** from JLA in 2018.

#### PERSONAL VITAE

Date of Birth : 26<sup>th</sup> May, 1978

Previous Occupation : Army (Corps of Signals – Telecommunication department)

Designation in Indian Army : Junior Commissioned Officer

Length of Service in Indian Army : 23 Years

Languages : English, Tamil & Hindi

Location Preference : Hosur / Krishnagiri / Bengaluru