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**Appolo**

[**Appolo.158565@2freemail.com**](mailto:Appolo.158565@2freemail.com)



**Senior level assignments with key focus on General Administration, Human Resource Management, Finance, Negotiation & Procurement of stores.**

**Professional Profile**



* A competent professional with 23 years of service in the Indian Navy with extensive experience in
  + - General Administration, Human Resource Management, Financial Management, Negotiation and procurement of stores.
* In depth experience of all financial operations including accounting, budgeting, auditing.
* Handled routing of vendor services to be more cost effective for the organization.
* Controlled purchases of raw materials and reduction in delivery time, quality improvement and timely delivery of stores at consignee locations.
* Endowed with excellent relationship management, proactive, innovative, communication, interpersonal skills and team management skills.
* Decisive leader with excellent ability to coordinate with different people at one time under difficult situations and the ability to bring out the best in others while creating a healthy and friendly working environment, thus enhancing operational efficiency.
* Highly experienced in managing the entire supply chain, including procurement, warehousing, inventory control and retail distribution relating to a stores facility in various regions.

**Career Highlights:**



**HR & Administration Manager of a Star Hotel**

* Presently carrying out the duties of **HR & Administration Manager** in **Srichakra International (a three star classified hotel), Palakkad, Kerala, India.**
* **Key Result Areas**
* Supervisory head of **HR, Administration, Accounts, Stores, Maintenance and Security**. Carrying out the duties of General Manager in his absence.
* Instrumental in induction, termination and all other related responsibilities of HR functions. Supervisory head of Administration activities including ESI, PF, etc. Corresponding to all government authority pertains to various issues. Smooth monitoring of the functions pertains to Accounts department. Sending of all Tax returns to various authorities in time. Closely monitoring the cost control wherever applicable in the hotel. Managing all store functions including procurement and maintaining all records in a systematic and professional manner. Supervisory head of all maintenance activities of the hotel. Strictly monitoring the electricity and power wastage and also routine maintenance of all equipments so as to achieve its optimum utility. Also carrying out the duties of Security Officer of the hotel.



**Indian Navy as Asst Logistics Officer (Pay)**

**Key Result Areas**

Financial Management

* Handled overall financial requirements with professional accuracy and reliability. Thorough knowledge of all accounting procedures of various departmental accounts and balance sheets.
* Created and implemented a new accounting procedure which is still used as a guideline for maintaining accounts. Settling audit objections and experienced as a team member of an inspecting team

## Supply Chain Management / Materials Management

* Identifying and developing a dedicated and alternate vendor source for, achieving cost effective purchases of raw materials and reduction in delivery time.
* Assessing the performance of the vendors, quality improvement and timely delivery of stores at consignee locations.
* Maintaining a good relationship with various vendors which helped in meeting urgent and unavoidable item to be purchased within a short duration.

## Administration

* Corresponding to various agencies at different level and also handled highly confidential matters. Resolved all issues in connection with pay and allowances & pension.

## Logistics

* Managing logistics functions, negotiating with transporters for cost effective transport solutions & clearances.
* Taking adequate measures to monitor and analyze performance of transporters, processing & packaging units pertaining to cost, and quality & delivery norms.

## HRM

* Overseeing smooth implementation of HR policies for manpower planning, recruitment, selection, induction, preparation of highly confidential merit list, prevention of malpractices, motivation, orientation and development of the workforce.
* Spearheading various organizational developmental initiatives for improving performance.

**Notable Accomplishments**

* In depth experience of all financial operations including accounting, budgeting, auditing.
* Created and successfully implemented a new accounting procedure (2006) in a naval base which was appreciated by the inspecting team.
* Received training in dealing with front office administration, financial dealings of millions in cash, accounting procedures of various accounts and handling of highly confidential documents.
* Efficiently settled outstanding “Audit objections” through detailed study of the case, systematic approach, proper convincing replies and with good inter personal relationship.
* Well conversant in preparation of various balance sheet of Indian Navy and its scrutiny.
* Instrumental in implementing saving measures at various offices and utilized the time for better measures and procedures for the improvement of overall performance.
* Instrumental in identification of malpractices and implementation of its remedial measures

**Scholastic Credentials**



2002 P.G. Diploma in Financial Management from Management Studies Promotion Institute, New Delhi

1993 BA from Osmania University

**Courses**



2010 Certificate in Business Management from Alliance Business School, Bangalore

2010 Security Officer from National Institute of Security Management (R) NISM, Bangalore

2009 Safety Officer from National Institute of Security Management (R) NISM, Bangalore

2006 Diploma in Financial Management from Symbiosis Institute of Management Studies (SIMS) Pune

**Training Attended**



* Initial Naval Basic Training at INS Chilka, Orissa.
* Naval Ship Training at INS Deepak, Warship, Mumbai.
* Professional (Writer) training at INS Hamla, Mumbai
* Promotion Training (Leading Writer) at INS Hamla, Mumbai
* Promotion Training (Petty Officer Writer) at INS Hamla, Mumbai
* Promotion Training (Chief Petty Officer Writer) at INS Hamla, Mumbai
* Leadership Course at INS Agrani, Coimbatore

**Reference:** Will be given on request.

**DECLARATION:-**

I assure that all the above given details are true to my knowledge