**BIO-DATA**

**JOSHY**

**JOSHY.338585@2freemail.com**

**Career objective**

To work in a professionally challenging environment to attain high level of competence by continuous emphasis on learning and exposure to better practices.

**Educational qualifications**

1. Indian Army Special Certificate of Education, recognised as equivalent to Degree by Government of India, Ministry of Personnel.
2. Pre-Degree from Mahatma Gandhi University, Kottayam, Kerala.

**Professional qualification**

Diploma in Computer Applications.

**Experience**

Total 26 Years of Experience in Office Administration :-

* 21 years in Indian Air Force, Retired as an Office *Superintendent (Administration).*
* 05 years in various Private Organisations in Kerala, India
* 06 months in Abu Dhabi, UAE.

**Record of career**

(a) **From 16 Sep 2015 to Till Date**

 Designation - Document Controller

 Projects involved - EPC works for Reconnect and Upgrade CRS for Al Mirfa Power Company in Al Ain.

* EPC for Replacement of Launcher & Receiver on 12” Salegas Pipe Line Borouge II at Ruwais, Costing AED 3.3 million.
* EPC for Filtration system at Borouge III CRS, Costing AED 6.7 million.

 Responsibilities - Acceptance and Submission of Documents/Correspondences from/to different agencies via electronic media. Eg. (Engineering, Construction and Vendor Documents/Drawings, Minutes of Meetings, Progress Reports, Technical Queries, Material Approval Requests, Variation Forms & Various Correspondences including facsimiles etc).

* Ensuring adherence to templates of various documents approved by Client.
* Maintain trackable & retrievable record of all submissions to client and reply from client and various vendors on each document/correspondence.
* Carryout amendments, incorporation and compilation of documents using Excel, Word and Adobe Acrobat.

(b) **From 15 Oct 2010 to 30 Nov 2011 & 01 Aug 2013 to 15 Aug 2015 - Kanchan Junga Apartments, Ernakulam, Kerala, India**

 Designation - Property Manager

 Responsibilities - Managing Office of the Apartment dealing with Admin, Accounts, HR, Repair & Maintenance, Security, Housekeeping aspects & Correspondence.

* Affect all types of financial transactions, Banking & Maintain books of Accounts.
* Liaise with various civil authorities such as Corporation of Kochi, Electricity Board & Electrical Inspectorate, Water Authority, Fire & Safety, Health Department & Telecom Department etc.
* Attend various complaints, assess maintenance requirement and co-ordinate repair/maintenance involving Civil, Electrical & Piping/plumbing.
* Execute AMC for various equipments like Transformer, Lifts, Generators, Fire Fighting appliances & Security devices etc.

(c) **From 01 Dec 2011 to 31 Jul 2013 - M/s ARKAY Industries, Ernkaulam, Kerala**

 Designation - Manager (Power Laundry)

 Responsibilities - Managing Office and overall supervision of the Power Laundry having 16 employees and turn over of Rs. 50 lakh.

 **-** Ensure Quality processing and timely delivery of processed items to clients like Air India, Jet Airways, Etihad Airways, and Quatar Airways and various star hotels.

 - Prepare invoices, Manage Accounts and Correspondence.

 - Ensure 100% serviceability of machineries and optimum use of resources.

(d) **From 01 Aug 2000 to 31 Dec 2009 - Indian Air Force**

 Rank - Junior Warrant Officer - 01-Dec-2006 to 31 Dec 2009

 Trade - Cryptographer

 Designation - Junior Warrant Officer -in-charge-Cipher Section

 Responsibilities - Junior Warrant Officer in-charge of Cipher/Cryptographic Section of various Indian Air Force Stations, involving in Coding & De-coding of Secret & Confidential messages manually and using electronic media, Storage, Distribution, Accounting & Handling and Destruction of Classified Publications/Documents at :-

* + Jul 2007 to 31 Dec 2009 - Head Quarter, Directorate of Signal Intelligence Eastern Zone
	+ Apr 2004 to Jul 2007 - Air Force Station Sulur, Coimbatore
	+ Sep 2002 to Apr 2004 - Air Force Station Srinagar, Jammu & Kashmir
	+ 01 Aug 2000 to Sep 2002 - Air Force Station Adampur, Punjab.

 Rank - Sergeant

 Trade - Clerk General Duties

 Designation - Senior Non-commissioned Officer in-charge of Administrative Wing of Air Force Station, Adampur, Punjab from Apr 1998 to 31 Jul 2000 handling :-

* Preparation of Correspondences, Records, Documents of the Administrative Wing co-ordinating the Works Services of a major Fighter Aircraft Base of Indian Air Force.
* Preparation of scope of works, segregate works services according to the cost, prioritize them as per the operational requirement of Station, Project fund requirement for the works, monitoring consumption of allotted fund under various Code Heads, Monitor and report the progress of works services etc.

 Ranks - Air Craftsman, Leading Air Craftsman & Corporal

 Trade - Clerk General Duties

 Designation - Non-Commissioned Officer of Human Resource Management Wing (HRM Flight) of three Air Force Stations from Apr 1990 to Mar 1998 handling:-

* Correspondences pertains to Welfare, Discipline, Duties, Leave, Promotion, Courses, Postings etc. of personnel of that Station.
* Promulgation of Office Order/Occurrence Reports.
* Demand, Procurement and Distribution of Air Force Publications, Forms, Railway Warrants and Stationery items.

**Courses undergone**

1. Clerk General Duties trade training at Administrative Training Institute of Indian Air Force from 10 Feb 1989 to 22 Feb 1990.
2. Basic Cryptographic Course at Administrative Training Institute of IAF from 24 Jan 2000 to 12 May 2000.
3. Management Capsule Course at 1 Wing, Air Force Station from 17 Feb 2003 to 15 Mar 2003.
4. Assistant Security Officer Course at The Cavalier Institute of Management, New Delhi from 05 Oct 2009 to 31 Oct 2009.

 **Strengths**

(a) Expertise in office administration and clerical duties.

 (b) Excellent typewriting speed.

 (c) Good command over English, Hindi, Malayalam & Tamil languages.

 (d) Proficiency in MS Office (well versed in Excel, MS Word & Power Point)

 (e) Determination, dedication and patience.

**Languages known**

1. English
2. Hindi
3. Malayalam

**Personal details**

Date of birth : 25 Sep 1969

 Sex : Male

 Nationality : Indian

 Religion : Syrian Catholic

 Marital Status : Married

**DECLARATION**

 Hereby declare that all the above mentioned details are true to the best of my knowledge.