

**KOSHY JACOB**

Present Address : Vejalpur,Ahmedabad-380051

Permanent Address: Jaipur, Rajasthan, Kerala

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Personal Details

Gender : Male
Date Of Birth : 23rd April 1978
Married : Yes
Nationality : Indian
Current Location : Ahmedabad
Languages Known : Hindi, English, Gujarati and Malayalam

EDUCATIONAL QUALIFICATIONS

- MBA (Exe) in Human Resource from VINAYAKA MISSIONS UNIVERSITY,2007-2009.
- MA in Public Administration from RAJASTHAN UNIVERSITY,2001-2003.
- BA in Economics, PublicAdmin and Pol Sci. from RAJASTHAN UNIVERSITY, 1996-1999.

PROFESSIONAL QUALIFICATIONS

- Pursued SAP (HR) from C-DAC in 2006.
- Certified Oracle 8i DBA (Oracle Certified Professional) from CDAC in 2004.
- Pursued Oracle 9i: Enterprise DBA (OCP) from CDAC in 2004.
- Pursued WMC (Web Master Course) from 3WI (World Wide Web), Jaipur in 1999.
- Two Years Honors Diploma from ICS (Informatics Computer System), Jaipur, 1994-1996.

PROFESSIONAL DETAILS IN BRIEF:-

Period	Designation	Organization
2013 - 2021	Sr.Administrative Officer (15600-39100+6600)	Pharmaceutical Education & Research Development (PERD) Center Under Ministry of Health, GoG, Ahmedabad
2010 - 2012	Assistant Manager	BINANI CEMENT Pvt. Ltd, Ahmedabad.
2006 - 2010	Programme Officer	AMITY UNIVERSITY, Jaipur.
2002 - 2006	Assistant Manager, (Admin/HR))	RSSCI, Jaipur.
2000 - 2002	Sr. Executive , (IT Admin)	Excel Institute of Integrated Technology, (EIIT) Jaipur.
1998 - 2000	Assistant to Manager , (IT Admin)	Tirupati Infosys International, (TII)– Jaipur).

Job Responsibilities at PERD:-

- Correspondence with Govt. authorities in the State Health Department & Gujarat Food Drug Control Administration (FDCA) for grants and other approvals and ensuring all arrangements with government officials during inspection, University Grant Commission (UGC), Department of Pharmaceuticals (DoP), DSIR (Department of Scientific and Industrial Research) for getting Centre's Accreditation/Certification, Gujarat Institute Chemical Technology (GICT) for Trust related activities, Indian Drug Manufacturers Association (IDMA) for joint association programmes, Pharmaceuticals Export Promotion Council of India (Pharmexcil) for various National/International pharma events, Indian Pharmaceutical Congress Association (IPCA) for memorial lectures & competitive activities, Gujarat Ayurveda Manufacturing Association (GAMMA) for Herbal collaboration, Controlled Release Society (CRS) Indian Chapter managed activities and compliance related matters.
- To exercise the administrative powers as delegated by the Board/ Director from time to time, and to correspond with various Central/ State/ Local Government departments, bodies, ministries, etc.
- Responsible for making administrative arrangements for conferences and Institute convocation. Organizing Workshops, Seminars and International Conferences.
- Overall supervision and responsibility related to estate, transport, security, stores & purchase, community welfare, students' hostels, land, etc.
- Implementation of various guidelines and orders received from the Government of India.
- Coordinating with the Scientific Staff / Accounts Dept and Purchase Dept in their Day to Day work.
- Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts.
- Forming committees for various research activities and also a member of the purchase committee.

Other Duties:

- Additional responsibilities of National Institute of Pharmaceutical Education & Research (**NIPER, Gandhinagar**), Ministry of Chemicals & fertilizers, Govt. India.
- Also performed the duty as a Presiding Officer during Gujarat Vidhan Sabha Election, 2017.

Job Responsibilities in other Areas like Academics/HR/Administration:-

- To handle the roles and responsibilities of corporate affairs, & General Administration of Company's Project at Gujarat.
- To coordinate and administer National & International conference/seminars.
- Actively participated in **Vibrant Gujarat** for Company Projects. To coordinate for the proposed project in Power, Cement and Jetty plant at (Gujarat).
- To conduct surveys and providing important details for the preparation of Detailed Project Report.
- To Liaison with Government officials for the completion of the project and to ensure cordial relations & rapport with these said agencies.
- Responsible for logistic arrangement of all VIPs/ guest, technical officers, International delegates, consultants etc.
- Vendor Management, to handle petty cash & reimbursement of expenses, to check & release invoice payments.
- Organize and coordinate corporate events and programs for professional development.
- HR activities of the faculties and other staff like attendance and leave etc. Offer Letters, Appointment letters, appraisals, relieving letters etc. Design and conduct new employee orientations.
- Arranging Training Programmes / Events for Students for their learning & development.
- Coordinating for Transport, Canteen and Facility Management and Renewal, amendment, and ensuring all AMC for technical and non-technical equipment's.
- Supervising day-to-day operations of the administrative department and staff members Providing HSW – Hygiene, Safety and Welfare conditions to the employees.
- Working with an accounting and management team to set budgets, monitor spending, and processing expenses.
- Monitoring the distribution of payment and resolving its queries.
- Coordinating for job evaluations with the respective department seniors and encouraging the retention of high-quality employees and controlling the attrition rate.
- Processing of Employee reimbursement claims along with the employee monthly salaries. Processing of full and final settlements for employees.