

# PANKAJ KUMAR KATIYAR

Indian Navy Veteran



## EXPERTISE SKILLS

- Aviation Operation specialist
- Administration supervisor
- Resource Management
- Requirement Analysis
- Troubleshooting
- Coordination / Liaison
- Training & Development
- Good Communication Skills
- Team Player
- Fire Mangement

## EDUCATIONAL CRENDENTAILS

- 12th Passed From State Board Of UP In 2005
- Bachelor Of Arts Passed From IGNOU In 2016
- Equivalent Graduation From Indian Navy (MOD) 2021

## NAVY QUALIFICATIONS

- Basic Airmanship Course From (Indian Navy)
- Naval Airman Aircraft Handler III Course From (Indian Navy)
- LA Board Part I Course
- Leading Airman Aircraft Handler II Part Course From (Indian Navy)
- SPL Aviation Vehicle Operator Course From (Indian Navy)
- Petty Officer Airman Aircraft Handler I Part Course From (Indian Navy)
- Petty Officer Airman Aircraft Handler II Part Course From (Indian Navy)
- NCO' S Transport Supervisory Course From (Indian Navy)
- Course On Computer Concepts From (NIELIT)

## PERSONAL DETAILS

- Date of Birth: 02-06-1987
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## CAREER OBJECTIVE

Backed with military discipline and 15 years of experience in INDIAN NAVY Aviation and administration. My objective is to make a substantial contribution through dedicated and professional service to appointing company and career progression by fulfilling the company objectives.

## PROFILE

- Sincere and diligent professional with an experience of 15 Years across Aviation, Administration, & Operation onboard various indian Naval ships & shore establishments.
- Insightful experience in management, system administration including implementation & administration, disaster management & fire fighting .
- Creative problem solver, able to think logically and pay close attention to details. Good communicator, proficient at gathering requirements/customizing solutions as per need. Thrive in a deadline intensive environment, multi-task, perform under pressure and meet deadlines. Goal-oriented, systematic planner with a big-picture perspective.
- Steered the facility management functions and negotiated with service providers for cost-effective solutions to ensure effective & seamless operations.
- Excellence in managing the entire gamut of internal and external communications including confidential correspondences aimed at creating favorable starting points with stakeholders.

## EXPERIENCE

**Indian Navy 02- 08 - 2006 To 31- 08-2021**

**Designation: Petty Officer AIRMAN (AIRCRAFT HANDLER)**

- Managing Aircraft Operations, Encompassing Ground Handling, Taxing, Towing, Securing Airfield On Land In Bad Weather, Air Traffic Control And Rules Of Air, Airfield Organization, Runway Lighting System, Signal Marking, Obstrutions And Fire Precautions When Fuelling.
- Managing And Handling The Safety Equipment, Being Used In Aviation, Parachutes, Harness And Dinghies.
- Formulating And Implementing Safety Systems And Managing Overall Safety Operations Of The Aircraft.
- Insuring The Safety Of The Goods Stored In The Aircraft, Leading The Safety Cell To Analyses The Causes & Reduce Accidents, Fire Accidents And Increase Awareness Towards Maintenance Of Safe Working Conditions.
- Supervising The Fire Fighting Operation On Board Ships And Establishments.
- Proficient In Executing Major Tasks At The Airfield And Movements Area.
- Co-ordinating And Conducting Rescue Operation From Crash Aircraft Onboard Aircraft Carrier, Helicopter Carrying Ships & Air Station.
- Adept In Aircarft Handling & Pushback Movement In Air Station Onboard Carrier And Helicopter Carrying Ships.
- Worked In INS Hansa Participated Various Emergencies Of Sea Harrier, MIG 29 K, Dannier IL-38
- Worked On INS Vikramaditya And I Am The Part Of Flight Deck Rescue And Fire Fighting Team And Supervised Fire Fighting Team In Various Emergencies.
- Undergone Quick Reaction Training And Attended Various Exercise Like Anti Hijack And Anti Terrar Conducted By Various Naval Airbase With Special Force (MARCOS)

## **ADMINISTRATIVE**

- Administration supervision experience of more than 5 years in various Naval Establishments.
- Acquired proficiency in managing the entire gamut of function such as Security, firefighting, conducting Disaster Mock Drill routinely to staff, housekeeping and employee accommodation, general hospital administration and proficient enhancement of patient care and safety.
- Possess effective public relation skills and competent to deal with various aspects of services/civil matters.
- Efficiently develop strategic plans for procedures & processes, initiatives and people management.
- Well versed with the basic rules of inventory control for efficient functioning of stores.
- Expertise in managing & mentoring teams in Establishment, hospital administration and security procedures.
- Monitored entire office infrastructure and facility such as canteen, transportation, vehicles, Buildings and office premises by using effective planning and preventive maintenance concepts.
- Planning and monitoring security arrangement of the hospitals/establishments and deployment of security personnel.
- Administrative management for OPD/IPD, Medical Stores and record office as overall- in-charge.

## **LEADERSHIP AND MANAGEMENT**

- A competent professional with over 15 years of extensive experience in general administration, material management, security, logistics, liaison, seamanship/ weapons. System controlling, operation and maintenance onboard various ships and submarines.
- Proficiency at grasping new technical concepts quickly and utilize the same in a productive manner.
- Extensive trade experience with proven track record of attending professional courses thus ameliorating knowledge domain.
- Possess good leadership qualities, thereby delivering results and achieving organizational objectives.
- Possess excellent motivation skills with the.
- Capability in displaying the confidence needed to face the toughest leadership challenges.
- Ability to understand the purpose, objective, practice and procedures of department.
- A strong communicator with excellent collaboration and team building skills.

## **TEAM MANAGEMENT AND MOTIVATION**

- Possess strong communication, collaboration and team building skills.
- Trained and instructed to have high sense of commitment and strives for the achievement of excellence.
- A team player, with the ability in delegating people with complementary skills for maximum team effort and effectively draws on the strength of all team members.

## **LIAISON/CO-ORDINATION**

- Efficiently coordinating with various departments for the finalization of deliveries as per service levels.
- Ensuring internal cohesion in the organization by maintaining a clear communications network between the various levels.

## **CRISIS AND DISASTER MANAGEMENT**

- Coordinating with the organization response to a crisis/ emergency (fire, floods and accident) in an effective, timely manner, disaster/ emergency management programs.
- Handling the maintenance function involving scheduling of preventive, corrective & shutdown maintenance to maximize availability and reliability of machinery and equipment.