



DEVENDER KUMAR

CHIEF PETTY OFFICER (INDIAN NAVY)

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SELF APPRAISAL

Goal oriented individual with a pleasant personality and high level of self- motivation and determination. A multi-tasker who can cope up well with all situations and comfortable to work in a team. Overall an enthusiastic person who has a will to work honestly and zeal to accomplish any task assigned within a time bound. By virtue of an extensive experience of more than two decades in Technical Administration/HRM/Operations/Procurement/Expansion/Facility Management/Inventory/Material/Supply Chain/Store Management/Liaison/Public Relations/ Security and Intelligence in Armed Forces, it's my endeavor to achieve the stated objectives and tasks by working in a challenging environment.

Area of expertise:

- HR Management
- Coordination & Team Work
- Leadership & Motivation
- Administration and Data management
- Procurement and Vendor Management
- Contract Management and Negotiations
- Operations Management
- Expansion & Facility Management
- Inventory/Material/Store Management and Logistic Support & Indigenisation
- Quality Assurance
- Maintenance and Technical Library
- Liaison and public relations
- Fire Fighting & Industrial Safety Technique
- Physical & environmental Security

CAREER SUMMERY

Joined Indian Navy on 30 Jan 2003 and retired from service on 31 Jan 2023 on completion of meritorious service of 20 years. Specialised in Aviation Technical (Mechanical) branch as a qualified supervisor and maintainer of military aircraft, Kamov 31. The vast experience in Indian Navy helped me to excel both in technical as well as in administrative aspects. I could acquire discipline and punctuality by virtue of my service. I got the opportunity to undergo specialised courses like Leadership and Management as a part of training which made me confident to lead and manage a group. Planning and distribution of resources and manpower is another key factor which I gained from service. I was privileged to be a part of commissioning and trial team of INS Vikramaditya at Russia.

WORK EXPERIENCE

Indian Navy (Jan 2003 – Jan 2023)

➤ HR and Administration

- A competent technical professional with 20 years of experience across General Administration Technical Engineering, Material management, Security and liaisoning.
- Experience in operation and maintenance of machineries, planning and execution of maintenance related activities, defect analysis and rectification, optimum utilization of wide range of mechanical machine tools used on board ships / aircraft and industries.
- Successfully implemented various organisational development Initiatives.
- Set up objective and transparent performance management system, created avenues for fast-track career advancement & recognition for performers.

➤ **Procurement/ vendor Management/ Contract Management/ Negotiations at IHQ MoD (Navy) Air Materiel**

Division:-

- Vendor management by registrations/ assessment of competent technical Indian/ foreign vendors/ suppliers and OEMs firms authorized by competent agencies to undertake manufacturing/ repair of aircrafts/components, aero-engines and spares.
- Planning/forecasting/analysis of equipment/ spares/ engines/ aircraft repair/ overhaul schedule based on exploitation of assigned life.
- Conducting feasibility study/ setting up of new facilities and product development with QA coverage.
- Initiation of procurement/ repair case and preparation/issuance of PFP/ RFQ.
- Benchmarking of the cost of procurement/ services based on market/ previous records.
- Tender opening/ Tender analysis and declaration of L1 firm and CNC / Negotiations with L1 firm to achieve optimum cost/ Technical specifications.
- Preparation and vetting of draft contract and contract conclusion/issue of supply orders.
- Monitoring of delivery schedule and adherence to scheduled timelines with joint QA checks.
- Payment to foreign/ Indian firms through Letter of credit and DBT.
- Warranty issues and fulfilment of contractual obligations.
- Experience of ILMS – inventory management and FIS- budget management software.

➤ **Leadership, Motivation and Team management**

- Capable of Displaying the confidence needed to face the toughest leadership challenges.
- Strongly motivated to achieve higher expectations to turns competitive impulse into the most constructive channels for meeting organisational goal.
- Competent to handle wide range of assignments concurrently in a multitude in situations.
- Managing time, office activities and maintenance of attendance/ leave records necessary for processing payrolls of employees. HR planning, training and development.
- Arranging for staff welfare activities including, transportation, housing, security, personal accidents, insurance etc. with key focus on enhancing employee motivation.

➤ **Quality assurance and Control**

- Associated in Quality Assurance services in maintenance activities.
- Undertook Quality Audits of:-
 - ❖ Major work being carried out in Aircraft Inspections.
 - ❖ Air store Establishment.
 - ❖ Facilities held at Workshops.
 - ❖ Squadrons and Hangars.
 - ❖ Indigenised items to be fitted on aircraft.
- Undertook SNAP (Short Notice Audit Program) Audits of various ships/ flights/stations workshops situated at Karwar & Mumbai as directed by Administrative Authority.
- Undertook Defect Investigation of Accidents / Incidents held on Aircrafts by applying various Quality Control tools to identify the key issues, control fluctuations in product quality and give solution to avoid future defects occurrences.
- Undertook Trend Analysis of Defects in order to find route cause of failure of systems / components of aircraft.

➤ **Security, Safety & Disaster management**

- Prevention, Detection, and Investigation of all security related activities
- Fire fighting and escape route drills for quick responses during crises and emergencies
- Overall co-ordination of the organisation's response to a crisis/ emergency (fire, floods, and accidents) in an effective and timely manner

➤ **Administration and staff Duties**

- Preparation of power point presentations for various dignitaries visiting for Inspection.
 - Formulation of Quality Audit programme for the year and conduct of Audit as per the schedule.
 - Liaison and Coordination with other external agencies for organising Reach Out Maintainer lectures.
 - Co-ordinator for training courses conducted in the unit.
 - Staff duties holding responsibility of letter drafting and managing timely responses to various correspondences.
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ACHIEVEMENTS

- Long service Medal
- Commissioning crew of INS Vikramaditya
- Award by Commanding Officer in 2008

ACADEMIC QUALIFICATION

- Masters of Business Administration in Operations Management/ PG Diploma in HRM (Jun 2022)
- Bachelor of Library Science from IGNOU in the year Apr 2021.
- PG Diploma in Personnel Management and Industrial Relations from Annamalai University in the year Aug 2019.
- Bachelor of Arts from Maharshi Dayanand University in the year Oct 2016.

TECHNICAL QUALIFICATION

- Bachelor of Science Aeronautics (Mechanical) from Cochin University of Science and Technology (CUSAT) in the year Sep 2015.
- Diploma in Mechanical Engineering from Cochin University of Science and Technology (CUSAT) in the year Mar 2011.
- Qualified Supervisor and Flight Servicing Inspector w.e.f 20 Nov 12.
- Advance Certificate course in Aeronautics (Mechanical) from Cochin University of Science and Technology (CUSAT) in the year 2008.
- Lean Six Sigma Yellow belt certification from Sparen & Gewinn Consulting.

PERSONAL DETAILS

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| ➤ Date of birth | : | 28 Sep 1985 |
| ➤ Nationality | : | Indian |
| ➤ Languages known | : | English, Hindi |
| ➤ Marital Status | : | Married |
| ➤ Reference | : | On Request |

Devender Kumar