

Jithesh Narayanan A

Dwaraka (H)

Manathana (PO)

Kannur, Kerala, India

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OBJECTIVES

A well experienced, dedicated, responsible and highly motivated **ex-Indian Army (Signals)** tech graduate with 17 years of proven experience in technical and administrative fields of dealing all **Technical (Communication/IT) Projects, Analysis and scrutiny of telecommunication and Coordinator of finance & budgetary implementation, Cryptography and security, inventory/ledger management (Tech/General), Sales and administration of Canteen stores , Computer hardware & basic networking, Personal assistant and personal secretary to general officers with good drafting and IT skill , handling Radio & Telephone Exchanges , handling/implementation/trouble shooting of Information Technology for office automation. Loyal to superior with timely feedback , follow-up nature. A good leader and mentor/model to juniors with utmost dedication and workaholic nature.**

PROFESSIONAL SKILLS

- **Cryptographer**
- **Wireless and Tele operator**
- **Technical Project Support and Coordinator**
- **Procurement and vendor management**
- **HR and Admin Coordinator**
- **Financial and budget Coordinator**
- **Canteen Manager (FMCG/liquor)**
- **Ware house & Tech store supervisor**
- **Arms and Ammunition in charge**
- **Tech/IT support to all offices**
- **Basic hardware, database and networking support to office**
- **English drafting and typing skill**
- **MS office , Photoshop, Talley ERP, Hardware and Networking management, Database Management, etc**

EDUCATIONAL QUALIFICATION

Qualifications	Board/ University	Year of passing
MA English	MG University	2013
Diploma in cryptology	Military college of Telecommunications and Engineering	2008
BSc Physics	Kannur University	2003
12 th	GHSS Manathana	2000
10 th	GHSS Manathana	1998

EMPLOYMENT DETAILS

- Technical and Admin coordinator and Project Assistant
- Tele Communication analyst (Open Source, communicated messages, Morse Codes etc)
- HR Management and Coordinator
- Warehouse & Tech Store Supervisor
- Cryptographer and analyst of telecommunication
- Financial Management and coordinator
- Manager of Grocery and Beverage Canteen
- Open Source analyst
- Security supervisor (Technical and Physical)

ACCOUNTABILITIES

❖ Telecommunication and IT coordinator

- Crypt Analysis
- Dealing telephone exchanges, radio exchanges
- Radio communication (morse, messages, voice) analysis and scrutiny
- Market survey of newly introduced communication systems
- Market survey of defence equipments and its trials
- Open source analysis and scrutiny of international news , local news, internet , social media etc
- Conduct trials of all technical equipments
- Procurement of equipment with best and recent technology
- Making of Technical Bid and other supporting documents
- Planning and detailing of market survey teams for best price
- Making of commercial Bid documents
- Advertising and uploading of projects in appropriate media/ e-Portal
- Detail members for the time of bid opening and check Bills of Quantity (BoQ) properly
- Detail board opening for newly arrived items
- Liaise with venders to get timely delivery of items
- Making of annual maintenance contract of all equipments
- Monthly stock taking and health checkup of all equipments
- Detailing Tech support team to check functionality of communication and tech equipments
- Incorporate practical oriented training with final implementation of projects
- Dealing and follow-up of all official matters with proper mails and records.

❖ HR / Admin/ Project in charge

- Supervisor to clerical department for quick response to mails
- Sorting and prioritizing mails for further process
- Liaison with other offices and staffs
- Timely Feedback and follow-up
- Making of slides for projects
- Office Database Management
- Fund allocation and accounts clearance
- Leave planning of staff for smooth working of office

- Making of statement of case for new projects
- Detail best market survey teams
- Making of technical documents for technical bids
- Making of Bills of Quantity (BOQ)
- Advertising and uploading of projects in appropriate media/ e-Portal
- Post Bid opening procedure and Cost negotiation with tech aspects
- Making of Annual Maintenance Contracts (AMCs)
- Detail monthly and quarterly audit boards
- Initiating Board proceeding for annual condemnation of equipments
- Scrutiny & health checkup of all communication equipments for smooth working
- Procedural approach for faulty and repairable equipments

❖ **Warehouse and Tech store manager**

- Making of ledger for different categories
- Making of Issue/Receipt Vouchers
- Frequent Health checkup of equipments
- Initiate timely condemnation of obsolete equipments and documents
- Maintain Physical security of premises (Fire safety etc)
- Proper BIN card entry of items
- Monthly stock taking
- Monthly/ quarterly destruction board
- Placing of new order against condemn items
- Initiate repair and maintenance of items for futuristic use

HONORS AND AWARDS

- 🏅 CIDSC (Chief Integrated Defence Staff), Indian Army HQ Commendation
- 🏅 General Officer in Charge (GOC-In-C) , Central Command Commendation
- 🏅 Appraisal from various authorities for timely completion of assignments

PERSONAL DETAILS

Full Name : Jithesh Narayanan A
Father Name : Narayanan K
Date of Birth : 29-10-1982
Veteran : Yes (Indian Army)
Mother Tongue : Malayalam
Nationality : Indian
Language known : English, Hindi, Malayalam, Tamil
Permanent Address : Dwaraka (House), Manathana (PO), Kannur (District),
Kerala (State), 670674 (PIN)

Place
Date

Signature