

CURRICULAM VITAE

Personal Details

Name **ELDHOSE AVARACHAN**
Date of Birth **02 October 1983**
Nationality **Indian**
Experience **15 years in Indian Navy (Naval Police) and
3.5 years in MNC**
Mobile **+ 91- 9158614624 & 0485-2208102**
Email **eldhose2004@yahoo.co.in**



Educational Profile

- **IOSH** (Institution of Occupational Safety and Health) in 2016
- **Graduation Equivalent Certificate** from Indian Navy in 2016
- **Diploma in IT Management** (6 month course) from Creative Computers, Goa in 2016
- **Bachelor of Arts (Public Administration)** from Madras University (IDE), Chennai, India in 2013
- **Intermediate** from Mahatma Gandhi University, Kerala in 2001
- **Matriculation** from Kerala State Board in 1999

Ongoing - **NEBOSH** (National Examination Board in Occupational Safety and Health, UK)
[IGC- 2&3 completed, IGC-1 remaining]

Certificates and Training

- **Professional cadre courses from Naval Police & Regulating School, Goa & Mumbai**
- **Ship & Installation Security Course** from Naval Police & Regulating School, Mumbai in 2009
- Capsule Course in **Nuclear Biological Chemical Defense & Damage Control including Fire Fighting (NBCD) Course** from NBCD School, Mumbai in 2009

Career summary (From 01 Sep 2016 to till date)

Working at Boby Chemmanur International Group as:-

- (a) **Assistant General Manager** - **Human Resource, Administration, Security & Vigilance**
- Establishing the new systems and processes for improvements
 - Understanding and implementing the best practices
 - Remote Management of employees
 - Managing expectation of the Back-end and Front-end Team members
 - Liaison with the local authorities and government officials
 - Compliance Management

- Performance Management
- Source Creation and Hiring of the Manpower
- Training and retaining of the Manpower
- Culture Building
- Administration of the Group

Achievements

- ✓ Introduced WPS Salary distribution as per new Govt rule
- ✓ Reduced company expenses
- ✓ Redesigned the works process by amplifying digitalization and thereby curbed the manpower
- ✓ Policy making and implementation
- ✓ Initiatives to start JD/KRA/KPI
- ✓ Restructuring of Security and Vigilance departments & it's systems. Ensured incidental free tenure.
- ✓ Started Asset Management and Document Controlling departments and Systems.

(b) **Head of the Department, Chairman's Controlling Unit (Chairman's Secretariat)**

- Monitored day to day activities/ daily operations and future plans of all the departments through in-house software.
- Made staff accountable in all jobs with deadlines and ensured timely result.
- Ensured reporting of all the department activities, to increase accountability/responsibility.
- Maintained all important files and records.

Achievements

- ✓ Initiated Corporate Governance, thereby made accountability and responsibility.
- ✓ Implementation of Policy/SOP and ensured smooth running of each departments without further confusions. Thereby, reduced the work risk of employees with an aim towards 'zero' risk and increased the confidence of the workers.
- ✓ Introduced new system for Data Management, documented all records and maintained database category wise. Benefited in license, rents, certificates renewals on time without penalties.
- ✓ New periodical checking implemented to all employees to evaluate awareness on new policies and rules. To reduce the time consuming and expense, in house on-line mechanism introduced.

Career summary (From 31 July 2001 to 31 July 2016)

15 Yrs experience in Indian Navy (**Naval Police**), took volunteer retirement in July 2016 in the rank Regulating Petty Officer:-

- A dedicated and result oriented professional with 15 years of overall experience in Human Resource Management having specialization in General Administration, Training, Security Management, Human Capital, Intellectual Property and Events.

- Posses on hand experience in the field of security, discipline, intelligence formulation & Strategic planning at group level formation & execution.
- Security function like policing, provost, security, traffic & crowd control, investigation and report, vigilance and surveillance.
- Setting up and handling of quick response teams to meet the untoward incident/natural calamities/threats.
- A keen motivator and team player having extensive experience in handling Manpower planning, Recruitment, Performance Management, training & development.
- A techno-functional computer literate having wealth of ideas related to Security aspect and its development of shield to overcome any unforeseen situation.
- An effective communicator having excellent presentation & leadership skill with a great blend of analytical & logical thinking.
- General Administration and Operation Management, Control and Command of Personnel.
- Appointed as '**Instructor/Trainer**' of various Naval syllabus at Naval Police and Regulating School from 2014 to 2016. Where trained Officers and Sailors from India (Indian Navy and Coast Guard) as well as Foreign Navy Trainees (Srilankan, Maldives, Vietnam & Tansania).
- Proficient in using communication equipments/ Fire-fighting equipments.
- Ensured high standard of discipline among the staff in the department.
- Handling/Custodian of various Secret/Confidential Publications, documents and mails.
- Effective communication skills with strong analytical problem solving and connecting to people.
- Interacting experience with senior level authorities.
- Proficient in tactical planning, Training and Development.

Awards and Achievements

In the 15 years of dedicated service, my selflessness, honesty, dedication, commitment, devotion to duty and professional skills of very high order while executing various evaluations and task, rendered me the below mentioned awards in my career:-

- ☞ '**Proficiency Award**' by Commanding Officer in 2010 (As a honor towards finding out various pilferages, thefts and for outstanding departmental performance)
- ☞ '**Commendation**' by Flag Officer Commanding-in-Chief, Eastern Naval Command in 2012. (For tracing out the theft property and culprit in Gold theft case within the Naval Community)

Strengths

- Self Confidence, Hard-working and Self motivate
- Able to work under pressure with utmost dedication and responsibility for timely completion of target.
- Good Inter personnel skills, team player and self-starter.
- Willingness to learn & improve
- An effective change Manager with a very high tolerance of ambiguity having professional competence with a positive attitude and immerse patience.

Personal Profile

• Name	Eldhose Avarachan
• Father's Name	PM Avarachan
• Date of Birth	02 Oct 1983
• Sex	Male
• Nationality	Indian
• Marital Status	Married
• Family Details	Wife, 01 Son & 01 Daughter
• Permanent Address	<ul style="list-style-type: none">• PALACHUVATTIL (HOUSE) MEKKADAMPU (POST) KADATHY, MUVATTUPUZHA ERNAKULAM (DISTRICT), KERALA PIN – 682316, PH – 0485-2208102
• Languages Known	<ul style="list-style-type: none">• Malayalam, English, Hindi (Read/Write/Speak)
• Hobbies	<ul style="list-style-type: none">• Reading, Music
• Games	<ul style="list-style-type: none">• Badminton, Volleyball, Cricket
• Past Experience	<ul style="list-style-type: none">• 15 years in regulating Cadre (Naval Police)• 3.5 year as Asst Gen Manager in MNC
• Passport Details	<ul style="list-style-type: none">• P1987603, issued on 19 May 16 from PSK, Panaji, Goa & valid upto 18 May 2026.