



## **CONSULTANT**

(Academic, Management, Research & Training)

*35 Years of Experience in the*

*Ministry of Railways, Defense & Shipping, Govt. of India*

## **Manager (HR)**

**Human Resource Manager with practical understanding of organizational and Employee needs. Highly effective at incorporating creative leadership skills to achieve organizational goals.**

### **Highlights:**

- ❖ **Exceptional interpersonal skills**
- ❖ **innovative and creative ideas for making the work environment ease.**
- ❖ **Employee Relations**
- ❖ **Employee welfare**

## **Personnel Manager**

**Result oriented and accomplished personnel Manager with 25 years of Experience in general and establishment matters. Proficient in improving process for efficiently managing the office environment. Expertise in dealing with officials to motivate them to undertake the duties and responsibilities.**

### **Highlights:**

- ❖ **Employee Management**
- ❖ **Process improvement**
- ❖ **Personal Relations with human touch**
- ❖ **Time and life management skills.**

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+919994226225

### **Phone :**

0461 - 2353193

### **e-mail :**

drjk\_26@yahoo.com

### **Address :**

4/282, 6<sup>th</sup> Street,  
Muthammal Colony

TUTICORIN.

PIN : 628 002.

### **Permanent Address :**

**S/o. Dr.K. Eswaraiah,**

Bazar Street,

Vadamalapet,

PIN : 517 551.

## Academic details

### **B.A (Eng.Litt)**

1974-1977

S.V.Arts College, Tirupati

### **M.A. (Pol.Science)**

1977-1979

S.V. University, Tirupati

### **M.A. (Hindi)**

1979-1981

Department of Higher Studies and Research in Hindi, University Wing, DBHP, Chennai.

### **M.Phil (Hindi)**

1981-1982

Department of Higher Studies and Research in Hindi, University Wing, DBHP, Chennai

### **Ph.D (Hindi)**

- do - 1995-1996

### **MBA (HRM)**

Alagappa University

### **M.A (English)**

Bharathidasan University

## Administrative officer:

Energetic and reliable Administrative Officer, suited at work with diverse group of officials. Eager to bring strong administrative skills for developing the organization.

### Highlights:

- ❖ Documentation
- ❖ Office correspondence
- ❖ Executive Management
- ❖ Staff development
- ❖ Staff relations.

## Faculty and Trainer:

Motivating and talented faculty driven to inspire officials and trainees to pursue Academic and personal excellence.

Consistently strives to create a challenging and engaging learning environment, in which officials and trainees will become lifelong scholars and Learners.

### Highlights:

- ❖ Faculty with excellent communications skills
- ❖ Use of effective and efficient methods of teaching.
- ❖ Focusing on the individual needs of the officials and trainees.
- ❖ Strategic planning for training.
- ❖ Curriculum development
- ❖ Inspiring lectures.

## Additional

### Qualifications

#### **P.G. D.P.R.**

Diploma in  
Public Relations

#### **D.B.M .**

Diploma in  
Business Management

#### **D.P.M. & I.R.**

Diploma in  
Personnel Management  
and Industrial Relations

#### **D.H.R.D.**

Diploma in  
Human Resources  
Development

#### **D.L.L. & L.W.**

Diploma in  
Labour laws and Labor  
welfare

Ambitious, innovative and hard working researcher for creating a strategic planning for Development of officials and trainees, paving way for the direct and indirect development of the organization as well the officials .

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#### Highlights

- ❖ Accomplished researcher
- ❖ Innovative thinker
- ❖ Personable and approachable.
- ❖ Planning and preparing the Dissertation
- ❖ Expert in preparing creative and impressive reports.
- ❖ Consultant for making the Thesis writing with ease by acquiring knowledge in the field concerned.

## Linguist – Translator

Linguist having reasonable knowledge in languages like English, Hindi, Telugu, Tamil comfortably and knowledge of Malayalam and Kannada to the extent possible.

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#### Highlights:

- ❖ Multilingual in four languages.
  - ❖ Expert in translations.
  - ❖ Proven interpreting experience.
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# SERVICE DETAILS

Consultant  
VOC Port Trust

Worked as Consultant (GAD), in VOC Port Trust, to assist in regard to General Administrative matters, with effect from 29.03.2017 to 28.09.2017.

Port Service

Joined erstwhile Tuticorin Port Trust on 18.03.1985, at present, being called as VOC Port Trust, and completed 32 years of dedicated and devoted services with dignity and decorum in various Capacities.

Sr.Asst.Secretary

As Sr.Asst.Secretary, dealt with General Administration and Establishment matters from the year 2002 till 2017.

Public Information Officer

Designated as Public Information Officer of the Port and dealt with RTI matters for nearly two years.

Public Relations Officer

Designated as Public Relations Officer in addition to Hindi Officer cum Sr.Asst.Secretary and dealt with Public Relations matters for a period of one year.

Hindi Officer

Served as Hindi Officer for a period of 32 years by dealing with the subjects related to official language implementation and important translation works.

Service in  
Ministry of Railways  
&  
Ministry of Defense

Initially worked in Southern Railway for a period of one year and worked in Eastern Naval Command for a period of two years in official language sections. 1982 – 1983 & 1983 - 1985.

## Details of Lectures

### Delivered

Delivered hundreds of lectures on various subjects related to noting & drafting, official language policy in Hindi and English.

Delivered lectures specially on spoken English, soft spoken skills in English for a period of six months for Port officials.

### Visiting faculty

Visiting faculty to Tamilnadu Maritime Academy, Tuticorin for delivering lectures on communication skills and Personality Development

### Dissertations

Submitted three dissertations while doing Master of Arts in Hindi, and while doing Diploma in Public Relations.

## Submission of thesis

Submitted thesis for the award of Doctorate.

### Editor

In charge of Editorial Board for Port Magazines, whenever published for more than ten years.

## Member, Educational Agency

Actively participated as the Member of Educational Agency, VOC Port Trust, for a period of Ten years, in developing the curricular and co-curricular activities.

## Member, Port Welfare Club

Contributed the best for innovative and creative cultural programmes for VOC Port Trust, for a period of six years.

## Details of Awards received

Received award for meritorious services rendered in the Port for two times.

Received an award with a title "Only Ph.D. holder" in Port.

**Specialised in delivering lectures on topics such as**

**Effective communication and Soft spoken skills in English.**

**Specialized in teaching spoken English / spoken Hindi.**

**Stress Management / Time Management.**

**Motivation skills.**

**Building confidence.**

**General Counseling**

**Human Resource Development.**

**Guidance for Research**

**Guidance for preparation of Dissertations/ thesis for any subject coming under Arts.**

**Appreciation by the Board of Trustees**

**Board of Trustees of V.O.Chidambaranar Port Trust, Appreciated work done by me during two different Board Meetings.**

**Special Appreciation by The Board of Trustees**

**Board of Trustees of V.O.Chidambaranar Port Trust, Appreciated me in person for doing Commendable work in the Port, during Board Meeting held on 3<sup>rd</sup> February 2017, which was a rare occasion in the History of the Board Meetings.**