

**Mr. Santosh Kumar**

Mr. Santosh Kumar is currently Senior Executive and carrying out the duties of PS to Director, INCOIS at ESSO- Information National Centre for Ocean Information Services (ESSO-INCOIS), Hyderabad. He joined at ESSO-INCOIS in March 2017. He holds MBA in Human Resource Management from GITAM University, Visakhapatnam and also Masters in Hindi. His major role involves providing Secretarial assistance to Director, Devising and maintaining office systems, including data management and filing; Liaising with MoES, Various Government and Non Government Organizations; Dealing with incoming email, faxes and post etc. He has been always doing quality work with the capability to diagnose administrative problems, devise viable solutions and implement the same. He can adapt himself to new and different situations. He has a good professional knowledge of his work and shown utmost dedication in the timely completion of task assigned to him. Possess good Communication skill. He is capable and resourcefulness in handling normal as well as unforeseen situation and always willing to take additional responsibilities. He is hardworking, energetic, professional, and committed to tasks and jobs assigned to him with focus on timely completion. He has the ability to work in a team and produce results.