## RESUME

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| **Neha** | [**Neha.211757@2freemail.com**](mailto:Neha.211757@2freemail.com) |
| ***Work Experience*** | ***5 Years Exp. in engineering and technical services*** |

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| **Academic Qualifications** | | | |
| **AIRCRAFT MAINTENANCE ENGINEERING (Mechanical Stream)** | 80% | Hindustan Institute of Aeronautics | 2011 |
| **B.Sc** | 64% | Purvanchal University | 2011 |
| **SSC** | 66% | Kanya Maha Vidyalaya Sr. Sec. School | 2008 |

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| **Work Experience: Technology Solutions LLC Dubai from October, 2014 to October 2016** | |
| **Designation** | Assistant Engineer (Quality Control Dept.) |
| **Key Skills** | Data Acquisition Engineer, Cataloguer, Software testing and QC Checker |
| **Responsibilities** | * Software Testing of Pilog Software’s * Data Acquisition for Dubai International Airport Terminal one, Terminal Two and Concourse one * Data Analysis for Engineering projects and Engineering services * Equipment and spares Acquisition from Manufacturer and Engineering drawings * Spare parts cataloguing * Equipment and spares Cataloguing as per ISO 8000 * Cataloguing the Items and Assets * Plant equipment and spares Acquisition from Manufacturer and Engineering drawings * Plant engineering data packages validations (SPIR) * Cataloguing and quality checking in Master Data Production Manager (MDPM) * Maintenance Bill Of Materials, Standard Tasks, Preventive maintenance * Preparation of Test Cases for Pilog Application tools * Material data Analysis |
| **Highlights** | Master Data Management/Acquisition  * Data Cleansing * Maintaining the clients data through Pilog Software Applications  Have attended meetings with clients for Material Acquisition Project |
| **Awards/ Achievements** | * Got Client Appreciation for On-time Service Deliveries * Coordinated in all office events |

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| Work Experience: Capgemini Business services and Consulting (BPO) (Client: Bombardier Aerospace Technical Publications) Feb 2012 – May 2014 | |
| **Designation** | Technical Consultant |
| **Key Skills** | Authoring on manuals, Adobe Framework, SAP, ETPS |
| **Responsibilities:** | * Creation, modification and updation of Aircraft Maintenance Manual (AMM) and AIPC. * Working on SB’s (Service Bulletins), MODSUM (Modification Summary) and MCR (Manual Change Request), Drawings and user comments. * Responsible for giving training to the new joiners about the tools and engineering drawings. * Responsible for technical sharing with the team members for new learning and updates from the clients. * Responsible for giving response to client’s emails and phone calls for technical queries. * Responsible for preparation of presentations at the time of Client Audit or Client Visit. |
| **Highlight** | * Creation of Component Maintenance Manuals (CMM's) using **Adobe Frame maker 8.0**. * Created material items in **SAP** for AIPC Manual * Worked on **ETPS** (technical publication tool) and **tech illustrator** * Updation of manuals in line with supplied source data (Revisions, Modifications, and Validation Comments). * To analyze the maintenance and modifications/ inspections that needs to be carried out on aircraft. * Quick response to the mails and technical queries of Clients. * Have given training to the new joiners on the Tools used for Authoring. |
| **Awards/ Achievements** | * Achieved Productivity and Quality Award for 2013 by Bombardier Aerospace Client. * Awarded as passionate champion by BPO team. * Got Client (Bombardier Aerospace) Appreciation for On-time Service Deliveries. * Coordinated in all the events. |

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| Work Experience: Deccan Charters Pvt. Ltd Jan 2011 to Feb 2012 | |
| **Designation** | Technical Officer (Records Dept.) |
| **Key Skills** | Service Engineer, Aircraft technician |
| **Responsibilities:** | * Preparing AMP (Aircraft Maintenance Program) and MEL (Minimum Equipment List) as per the manual provided by manufacturer. * Verification of Technical Log book, Cabin Log book, & Document Folder onboard to ensure Serviceability of the aircraft. * Raising publication review form and Distribution of inter office communication form to the technical officers. * Updation and circulation of new directives to the authorized person. * Preparation of Compliance report and submitting the same to DGCA office after engineer’s approval. * Updating tech-log pages, generating and completing work cards using ARMS (Airline Resource Management Source). * Software Updater for the issued Service Bulletins, Airworthiness Directives & DGCA Mandatory Modifications and keeping record of their compliance for the respective aircraft’s. |
| **Highlight** | * Coordinated in performing preflight and post flight inspections of aircraft. * Worked as technical officer CAMO in Deccan Charters Quality Control Department. * Assisted in preparation of MODs, Incident/ Accident reports of aircrafts for DGCA (Director General of Civil Aviation) inspection. * Up keeping records of the works carried out on the aircraft and maintaining the logbooks related to Aircraft, Engine, and Propeller & Components. |

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| **Personal Details** | |
| Date of Birth | * 20th Aug, 1991 |
| Language Known | * English, Hindi, Punjabi |
| Nationality | * Indian |
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| Place | * **Dubai** |