**Allan**

Email: [allan.298036@2freemail.com](mailto:allan.298036@2freemail.com)

**Career Objective:**

To work in an organization aiming at the development of the organization as well as personal growth.

**Educational Details:**

B.A. from Mumbai University, in the year 2001.

**Additional Course:**

AVSEC Certification Course from DGCA, Mumbai, in the year 2007-2008

**Job Experience:**

2009-till date: Working as Administrator in St. Anthony’s Convent High School.

2007-2009: Aviation Security Department, Kingfisher Airlines, Mumbai Airport.

2006-2007: Customer Service Agent, Aviation Department, Cambata Aviation.

***Responsibilities:***

***Handling Administration Department of the entire school office.***

* + Manage the crew and staff of the airline during a scheduled fight
  + Assist in operational planning and decision making as the crew arm
  + Solve operational problems regarding aviation management

**Skills & Expertise:**

Administration

* + Excellent aviation management skills
  + Knowledgeable in Aviation Standards
  + Competitive organizational and motivation skills