

RITESH

*Email:* *ritesh.384292@2freemail.com*

**In search of a good position in Management to make the most of Master of Commerce, specialization in Aviation Management and Bachelor of Commerce and to work in a responsible & challenging position.**

*Accomplished and result-driven professional offering* ***3Year’s*** *experience with top-notch companies*

**Academic Qualification & Credentials**

* **MBA (Aviation Management) -** D.Y. Patil School of Management, Navi Mumbai (2016)
* **Master’s degree in commerce (M.COM - Management)** University of Mumbai (2013)
* **Bachelor’s degree in Commerce (B.COM)** University of Mumbai (2011)
* **GNIIT** (MIS) NIIT 2012
* **BASIC AVSEC CERTIFIED (BCAS)**

**Work Experience**

**DSV Air & Sea Pvt Ltd- Mumbai: - 14th May 2018**

 **SR. ASSOCIATE:**Air Operation AFR (Export)

**Responsibility: -**

* Handling key Air accounts of DSV Mumbai (i.e.: GENERAL MOTORS, SEIMENS, GE Etc). Processing, Handling and distribution of all required documents for smooth flow of shipment. End to end handling of shipment for various customer & coordinating with various transporter for pick up and Dispatch of cargo.
* Planning & Processing shipment on Cargo Wise One, HAWB/MAWB & Manifest preparation through Cargo Wise One. Daily billing of shipment executed on daily basis. Performing space booking and booking optimization according to internal guidelines as defined by product and requesting for rates with carrier. (Online Booking / Offline Booking) depending on the SOP’s of different airlines for all customers

**DHL Logistics Pvt Ltd – Mumbai: - 19th July2016– 05th May 2018**

**SR. EXECUTIVE**:Air Operations AFR (Export)

**Responsibilities: -**

* Processing, Handling and distribution of all required documents for smooth flow of shipment. Daily Planning of shipment, from docket preparation to Generating house. E.g. SANDVIK/ENDRESS/JABIL etc, to Space booking with airlines and ASI (Advance Shipment Information) Submission/TSP Generation.
* Performing rates negation (Pricing) with carrier and providing the customer with the best competitive rate.
* Performing space booking and booking optimization according to internal guidelines as defined by product and requesting for rates with carrier. (Online Booking / Offline Booking) depending on the SOP’s of different airlines for all customers. Prepare, Control & distribute all required export documents to counterparts (Carrier, Consignee, Supplier, Etc.). Co-ordinate and Check responses from counterparts and finalize validation of required documents
* Preparing Console shipment for ICN /FRA/JNB etc. Providing Gateway, Warehouse team with the label instruction and console sheets.
* Daily Time Stamp updation for all shipment. Monitoring Timeliness and completeness of day to day shipment in order maintain the KPI of export department. Analyzing Weekly KPI report and providing feedback to the team on Timestamp Failure report. Sharing updated timestamp sheet of daily shipment for team’s references.
* HAWB Execution & MAWB Execution of various Prepaid & Collect shipment. Follow up shipment status in the export area, identifying incidents and ensuring resolution of incident.
* Generating Carting order and sharing it with the concern CS. Generating Gate pass/TSP for daily shipment once the vehicle details are received from the warehouse team. Interact with Customer service, Product and Global Service Center

**Blue Dart Aviation Limited – Mumbai**

**Ground Operations:**One-month summer internship with Blue Dart Aviation Limited at Airport Warehouse. Submitted project on Blue Dart Aviation Limited – The Success Story.

**Jet Airways – Mumbai**

**Security Assistant**

Staff No- **10618589**

Duration- **10/10/2013 – 31/10/2014**

**Responsibilities: -**

* Security handling of Singapore Airlines, British Airways,Lufthansa, Kenya Airways, Etihad Airways, Cathay pacific, Virgin Atlantic, Air China, Saudi Arabian airlines etc.
* Access control and surveillance to the aircraft including parked aircraft.
* Surveillance and profiling in allotted areas.
* Surveillance, screening and control of registered baggage of Passenger, Baggage Make up Area / Baggage Break up Area.
* Catering and Cargo security.
* Screening / X-ray point duties.
* Travel document checks.
* Special Security measures as and when trained for.
* Security handling of freighter flights (Cathay pacific, Singapore airline, KLM- Martinair, etc )

**Adweb Technologies – Mumbai**

**Operation Assistant- SSL Certificate**

Duration- **19/07/2012 - 31/03/2013**

**Responsibilities: -**

* Processing Secure Socket Layer (SSL) certificate, Issuing certificate to the customer.
* Generating Certificate Signing Request (CSR) on the web server of the customer. Processing and checking of CSR.
* Formatting the certificate before final delivery to the customer.
* Daily Billing sheet update, post sales entry, updating the courier details.
* Coordinating with the office clerk for daily cheque pick up & Invoice sending to the clients.
* Going on live chat and telephonic conversation with the US, European & Australian team of principal.
* Providing trial SSL certificate to the new customers. Providing renewal SSL certificate to the existing customers.
* Solving problems of customer for installation of SSL certificate & coordinating with the Technical Manager.Daily coordinating with operations Manager & National Sales Manager regarding processing of the SSL certificate.

 **Projects undertaken**

* **Blue Dart Aviation Limited – The Success Story(**Summer Internship MBA**)**

**Responsibilities:**

* Introduction to Blue Dart Aviation, History, Products, Management & recent developments.
* Flight routes for various Cargo flights.
* Information on Ground / Flight Operation, Systems Department, Engineering Department, Accounts Department, Flight Dispatch, Security.
* SWOT Analysis, Conclusion & Suggestions.
* **The Air Transportation Industry**(M.COM-I):-

**Responsibilities:**

* Group project with the basic research on the airline industry. The History of Airline industries,
* Quick review of top 10 major airlines of the world. Brief description on airline fare.
* Market share of various airline & comparative analysis of airline operating in India.
* **Emerging threats to civil aviation (**MBA):-

**Responsibilities:**

* History of threats to civil aviation & Research on Conventional threats to civil aviation.
* Brief description on type of threats to civil aviation. Information gathering on aviation security law
* ICAO annexure 17 security (safeguarding international civil aviation against unlawful interference)

## EXTRA CURRICULAR ACTIVITIES

* Played inter State, Zone, District, College, Club & School level cricket.

**Personal Details**

**Date of Birth:** 3rd December 1990

**Language Known:** English, Hindi, Malayalam, Marathi.

**Other Interests:** Nature, Wildlife, Travel, Camping, Reading, Listening to Indian film Music.

**Location Preference: Anywhere Suitable.**