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| JOEL PERSONAL DOSSIERNationality : IndianGender :MaleMarital Status : SingleSCHOLASTICSBachelor of Commerce -2007(From Goa University, Goa, India)COMPUTER SKILLSSoftware: Oracle 12iMS Office(hands on experiencein MS Office Excel, MS Office PowerPoint,MS Office outlook,MS Office Word, RAMCOetc.)LANGUAGES KNOWN* English
* Hindi
* Konkani

REFERENCES*Will Be Furnished Upon Request* | **JOEL** ProcessAuditorEmail: joel-393529@2freemail.com PERSONAL SUMMARY7 plus years of experience as aprofessional in**process auditing&quality control, administrative assistance, office &logistic coordination,data entry and data control, root Cause Analysisas well as third-partycoordination**. Able to establish good working relationships with a range of different nationalities. ACHIEVEMENTS* Recognized for thoroughness in reviewing products & services to ensure completeness of requirements, compliance with processes.
* Coordinated withinternalfacility auditors as well as external aviationauditors (from Aviation Authority) and cleared audits with **zero findings**.
* Transferred to London repair facilityonsecondment for stores management and materials handling,quality control and admin functions.
* Recognized for achieving **95% identification and rectification of errors** prior to release of product.
* Appreciated by the Management Team for excellent performance in quality inspection and management.
* Well versed with ISO 14001 Environmental &quality management processes.

SKILL BASE

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| *Administrative Assistance* | *Process Audit* | *Quality Control* |
| *Root Cause Analysis* | *Risk Assessment*  | *office Coordination* |
| *Data control & management*  | *Product Repair Analysis*  | *Third-Party Management* |
| *Compliance of Processes & Procedures* | *Stores Management& Materials Handling* | *Logistic Coordination* |

PROFESSIONAL EXPERIENCE IN DUBAI**February’12 – June’19       DAFZA, UAE ,** **Title - Data Entry Clerk – Level 2 as aProcess Auditor****Key Deliverables:** **Office Coordinationand Administrative Duties:*** Provided administrative assistance to Supervisors and the Manager for documenting and communicating the necessary meeting proceedings to the entire repair shop.
* Coordinated with the corporate travel agency with regards to necessary travel arrangements for the manager and supervisors as well for colleagues for business travels to other locations.
* Arranged corporate conferences for management and employee conferences.
* Supported the research and project team with internal/external communication which helped to increase the operational efficiency of the department.
* Catered to thelogistics and customs department for urgent shipment to airline customers.
* Prepared and updatedperiodic reports for management.
* Proofread documents for accuracy, completeness and compliance with departmental policies.

**Quality Control and Audit Compliance** * Conducting product quality inspections on Aircraft Components in accordance with quality standards, inspection plans, component maintenance manuals and test procedures.
* Conducting ­­­audit of all invoices and aviation-basedcertificates (EASA/GCAA/BCAA) issued by the Technical inspectors.
* Cross-referring to the approved quotations sent to the airline customers and their approvals respectively and cost review.
* Scrutinizing items tobe shipped for accuracy, proper identification and paperwork and required packaging.
* Maintaining records of product certificates and repair reports.
* Creating summary reports as required for management use.
* Assuring adequate correction status for all test equipment and conformance with the company’s preventive maintenance program.

**Third-Party Coordination and Management*** Managed service level agreements for the third-party engagements.
* Drafted reports on Quality Inspection conducted on aircraft components that needed to be sent for repairs to third-party Vendor.
* Coordinated with the third-party for the type of repairs and modifications to be performed on the aircraft components as well as generatingquotations for the cost of repairs and forwarding the quotations to customers.

**Certifications** : (In house trainings)* Foreign Object Debris Prevention Training (May 2019)
* Achieving Your Leadership Potential (April 2019)
* Expedited Delivery : An Export Controls Vignette (July 2018)
* Global Trade Sanctions (by LRN Legal Compliance and Ethics Center) (July 2018)
* Product Preservation Overview (June 2018)
* ISO 14001 Environmental Training ( May 2018)
* Root Cause Analysis ( Oct 2017)
* Safety Management System - Hazard /Risk Assessment Process & Change Management Process (2017)
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