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| JOEL  PERSONAL DOSSIER  Nationality : Indian  Gender :Male  Marital Status : Single  SCHOLASTICS  Bachelor of Commerce -2007  (From Goa University, Goa, India)  COMPUTER SKILLS  Software: Oracle 12i  MS Office  (hands on experience  in 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**  ProcessAuditor  Email: [joel-393529@2freemail.com](mailto:joel-393529@2freemail.com)  PERSONAL SUMMARY  7 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   |  |  |  | | --- | --- | --- | | *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) |