## RESUME

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| **Neha**  | **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
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| **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.
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| **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.
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| **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.
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| **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
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| Language Known | * English, Hindi, Punjabi
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| Nationality | * Indian
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| Place | * **Dubai**
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