

# PROFESSIONAL

# SUMMARY

NARAYANAN

Compliance Monitoring Coordinator Engineering :

To support the Compliance Monitoring and Airworthiness functions of Engineering and to assure the maintenance and operation of Emirates fleet and customer is of the highest quality and standards and as in compliance with company and regulatory requirements.

# WORK HISTORY

**COMPLIANCE MONITORING COORDINATOR** 09/1995 - 09/2020

Compliance Monitoring Coordinator:

* To liaise and coordinate with Compliance Monitoring Managers and Compliance Monitoring Auditors to update and maintain the compliance data e.g. Regulatory Documents, Engineering Procedures, GCAA / EASA CAR 145 MOE, Design Organisation Handbook, maintenance Training Organisation Exposition (MTOE).
* To produce reports and dashboards relating to audit and safety report trend data and assist in the production of the SAG, RAG and ESB reports.
* Development of Oracle based program for the control of Personal Authorisations Certificates. Coordinating with IT professionals, discussing various requirements and changes needed for the project.
* Analysed departmental documents for appropriate distribution and filing.

**OFFICE ADMINISTRATION ASSISTANT** 03/1992 - 01/1995

***Air India***, Bombay, India

* + Designed electronic file systems and maintained electronic and paper files.
  + Managed clerical needs of company employees, including copying, faxing and file management.
  + Met incoming customers and provided friendly, knowledgeable assistance.
  + Coordinated meetings with other department managers and served as main liaison for sales and engineering staff.
  + Verified documents and associated records to catch and resolve discrepancies.

# SKILLS

* Knowledge of Aircraft Engineering Procedures
* Aircraft Certification and Quality systems
* Quality management
* Motivational team player
* Attention to detail
* Self-motivated
* Compliance and regulatory
  + Committed to compliance reporting

**Computer Skills :** I have very good knowledge and work experience in various Computer Applications such as MS Word, Excel and Oracle. I have been working on an Oracle based program called ETHOS during my career with Emirates Airlines.

# EDUCATION

A-Levels: Graduate in Bachelor of Arts

**ACCOMPLISHMENTS**

Received a NAJM Silver award from my company

In recognition of my proactive work and excellen t coordination with various departments to ensure the GCAA Licences conversions to CAR 66 for all E K Licensed staff was completed within very limited time frame stipulated by GCAA.

# ADDITIONAL INFORMATION

Languages Known: English, Tamil, Malyalam, Hindi, Marathi

This is to inform you that the above information is true to the best of my knowledge. I have had a wonderful career with worked with many nationalities, learnt so much about the aviation industry, gained so much knowledge about aircraft maintenance and engineering. Safety protocols and permissions and quality assurance for an Aircraft to fly from point A to point B. It has been one fantastic journey which has unfortunately come to a sudden end due to the Covid-19 pandemic crisis. Just as I have been made redundant by my employer, Airlines. I have learnt so much in my career that I would like to put in all my skills, knowledge, experience and potential in your organisation. I shall assure you that I will be an asset to your company.

Thank you very much.

Contact Details:

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Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

YouTube Video CV

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

View My CV on Gulfjobseeker.com CV Database

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

Chat with me Live on Zoom

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>