

CURRICULUM –VITAE

Kiran Shivram Padaya

Shri Mangal C.H.S Ltd,
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Objective

To Continuous learn and develop my skills so as to apply the same for development of the organization I work with.

Educational Background

Bachelor of Commerce from Y.C.M.O.U University (2010-2011).

Secondary School Certificate from the Board of Maharashtra secondary (1993-1994).

Work Experience (19 Years)

Currently working in **JET AIRWAYS LTD.(INDIA)**

From **11th March 1998** to upto date.

- **Department: Cabin Appearance**
- **Postion Held: Sr.Asst.Cabin Appearance**

Job Description:

Primary responsibility for keeping the interiors of the aircraft spic and span. These included Boeing 777-300,737-700,800,900,ATR 72-500 & AIRBUS 330-200/3

- Since Jet airways have targeted a niche for itself among the all Airliners, cleanliness and décor was of utmost importance and I was assigned to execute relevant tasks in this respect to handle wide body aircraft.
- Responsibilities included upkeep of as many as 09 Aircraft in a day. Time was of the essence here as the aircraft had to be readied as soon as possible with no room for errors or excuses.
- Maintenance of seat covers in different types of aircraft and also liaisoning with the technical personnel for repair of cabin defect.

- Responsible for the Premiere class and First Class areas which are the main revenue earners of Jet Airways. It is our aim to ensure our cabin interior is immaculately presented and professionally maintained in all respects whilst ensuring operations are safe and productive.
- Supervision, direction and monitoring of man power
- Handling deep cleaning, transit cleaning, and Extended cleaning of aircraft.
- Maintaining Cabin defect report, pest control report, and vehicle report like water cart and toilet cart
- Handling International and domestic operation.

JET AIRWAYS (Department): Transport

Position Held: Sr.Asst.Transport

- Arrangement of pick up and drop for cabin crew, cockpit crews, doctors, ame's and ground staffs.
- Inspect, verify and validated transport record on daily basis.
- Monitored various vehicles services from and to from airport.
- Tally the MIS and submission daily reports to H.O.D.
- Monitored fleet size of vendors.
- Respond to on road emergency situation and help to coordinate any related function in order to accommodate the safety of staff.

JET AIRWAYS (Department): RAMP

Position Held: Asst. Baggage and Loading

- Baggage handling of respective flights.
- Sorting out of domestic and international flights.
- Solving queries of left behind baggage and sending to the respective destination.
- Arranging the proper tools and equipment's before arriving of the flight.
- Loading as per LIR ,i.e cargo,luggage, pershible items and DGR equipments.

Technical skills:

Passed Ms-Cit & Basic Microsoft office automation and internet networking,
Typing speed 30 wpm.

Personal Details

Date of Birth : 20th February 1978.

Nationality : India

Marital Status : Single

Languages Known : Gujarati, Marathi, English, and Hindi.

Hobbies : Listening music, travelling and interacting with peoples and Gym.

Passport no : K9285859 (Valid from 20/03/2013 – 19/03/2023).

STRENGTH:

Working as per my ability to get along people in friendly and diplomatic way. And with a calm personality, punctuality, eagle eye for details and always a go-getter and self-motivated.

Declaration:

I hereby declare that the above information given here are true and correct to the best of my knowledge and belief.

Mr.Kiran S.Padaya.