

ADITYA SINGHA

EXECUTIVE AOCS

Mobile: +917980171656/ +918961009055

E-mail: aditya.singha@goindigo.in

Location: Kolkata, India

Experienced professional with proven success of 4 years & 4 months in Aviation industry recognized for managing logistics and operations in Airport Operations and Customer Service offering strong work ethic and flexible schedule.

Academics

Passing Year	Qualification	Board/University	Marks Obtained
2010	10th	W.B.B.S.E	64.55%
2012	12th	W.B.C.H.S.E	58.71%
2012-2015	B.Sc. (Computer Sc.)	University of Calcutta	53.25%
2016-2019	MCA	M.A.K.A.U.T	CGPA: 8.34

Skills

- Good Working knowledge on MS Office Tools such as MS Excel.
- Also having knowledge in SAP for goods clearance.
- Outward facing with good interpersonal skills, to liaise internally within teams and externally with clients.
- Working knowledge on Logistic operations and Special needs service.
- Prioritizes and organizes tasks effectively therefore meeting multiple deadlines daily.
- Good analytical and problem solving skills.
- Excellent communication and presentation skills.
- Capable of carrying out technical work with little or no supervision and also capable of handling Airport Operations.

Professional Experience

INDIGO-INTERGLOBE AVIATION PVT LTD (2019-Present)

Working as a **Executive- Cabin Appearance (AOCS)** at CCU station.

Job Responsibilities :

- Responsible for Supervision of all Operational activities in all Base & Transit Flights both Internally and Externally in coordination with the GHA team. Ensuring to maintain 6E standard of guidelines must be follow at all levels.
- Coordination with Engg Team with regards to the hassle-free operations with minimum delays.
- Conducting Briefing & Debriefing of all GHA members & Team Leaders to follow all the 6E Sop's & Processes with regards to the RAMP Operation as well as Safety & Security.
- Arrangement & Maintenance of Store as well as update for the stock and also connect it to different stations as per requirements.
- To Collaborate with the Vendor and HO for stock supplies.
- Responsible for tracking, verifying and dispatching Logistics items for day to day Airport operations.
- Maintained daily reports for equipment's, stocks requests for cabin crew and MPOS reports for PAN India.
- Experienced in testing and upgrading software's for MPOS machines before they are operated.
- Having Good exposure to SAP functions-Acknowledgement for receiving the goods and clearing the logistics.
- Coordinate with other sectors on a daily basis for smooth logistic transfers.
- Provided KT and guidance to newly joined resources.

Key Achievements

- Promoted as Executive(AOCS) in 2021.
- Stock Coordinator for receiving all materials from Cargo to and fro as well as connecting stock supplies to others stations via Cargo
- Also been a parted AOCS- Catering for 1.5 years.

ACHIEVEMENTS & HOBBIES

- Interested in cricket, football.
- Participated and won in district level swimming competition.
- Travelling, Additional Interest in Trekking.

LANGUAGES KNOWN

- **English, Bengali, Hindi** - Full Proficiency