**PRITAM SINHA** +211923669990/+917086009713 | pritamsinha.kmp@gmail.com

Looking for career enrichment opportunities in Oil & Gas/Logistics/Fire & Safety with a leading organization

**SUMMARY:** Over 8 years of experience in Aircraft Refueling, Aircraft Maintenance, Administration and Sales, Quality Control, Supervisory skills with various reputed Organizations.

* Strong problem solving and decision making skills with the ability to develop and implement effective action plans.
* Experienced in the coordination of all aspects of managing administrative functions, Quality & Quantity Control of JET-A1 , DIESEL &Petrol. Aircraft , Generators & Vehicle Refueling.
* Skilled at managing the complete General Administration and Resource planning both as a Team Member & Team Lead.
* Expertise in handling Allied functions - Transport, Fuel Operations, Maintenance& Repair, Fleet Management, Fire & Safety, Logistic and Industrial Safety & Security.

**THE SKILL SET**

Aircraft Refueling & Maintenance Team Coordination Safety & Security

Facilities Management Logistics/ Vendor Management Personnel Management Administrative Functions Quality Control Fire Fighting

Shift management Marine/Barge operation Fleet Management

**ORGANIZATIONAL EXPERIENCE**

**Since May’16 to till date with Tristar Transport LLC(Under UNMISS South Sudan) as a Junior Supervisor**

* Working with Oracle System, efms, for preparing the Invoices and for updating the Records.
* Diesel , JET-A1, Petrol complete storage & distribution Operations.
* Quality & Quantity control for Diesel, JET-A1 & petrol as per SOP & HSSE policy of the Organization (Following JIG standards).
* Performing all scheduled checks ,basic maintenance, (Static & Mobile).
* Refueling Of Aircrafts, Vehicles & Generators.
* Stock Management , Admin Jobs, shift management, manpower management, Fleet Management statutory body management.
* Basic IT maintenance.
* Appointed as coordinator in providing training to different co-organizations, representing site in various audits.

* Barge loading, offloading, stock management, movement control.
* Site Fire & Safety management & maintenance(for mobile & Hydrant system).

**From September ’13 to May’16 with Reliance Industries Ltd as Quality Control Officer & Release Note Signatory**

* Warehouse management including – Receipt of Material, Maintaining documentation, rejection/ acceptance of various material.
* Working with SAP System for preparing the Invoices and for updating the Records, Preparation of MIS sheets.
* Tank Truck induction, unloading, loading with Quality & Quantity check, planning, scheduling of TT’s and Fleet-Coordinating.
* Quality Control & Ensuring Safe Operations as per SOP & HSSE policy of the organization (following DGCA & IATA standards).
* Stock Management, Admin Jobs, shift management, manpower management, statutory body management, representation of site in various audits.
* Basic IT maintenance.
* Certified Signatory of ATF Quality Control and conversant with ATF operations & QC Manual and  **Refueling Of Aircrafts.**

**From Jan’ 13 to Aug’ 13 – VAP TECHNOLOGY PVT Ltd*.(* Process partner ONE BILL TELECOM, UK)** **As a Junior Sales Consultant**

* Up selling Fixed Land Line to Business Customers in the UK .
* On Call Customer Service for the process partner.
* Existing customer management and Customer retention.

**From Feb’ 12 to Aug ‘12 with Indigo Airlines (service Partner Lion Manpower solutions) as Engineering Support**

Assisting AME & Technician for Maintaining Aircraft in Airworthy Condition, Night Halt Maintenance,

Line Maintenance.

**THE HIGHLIGHTS**

 Awarded as Tristar HSSEQ Employee of the Year 2019.

Consecutively awarded with A grade & A Plus & A star on the financial year end employee review 2013-14 , 2014-15 , 2015-16 at Reliance Industries ltd.

Officiated as Station In-Charge during Absence of Station Manager both on Reliance Industries & Tristar Transport.

Appointed as training coordinator in Tristar Transport LLC for Bor Site.

Participated in 1 day Classroom & practical Training on LCR meter(Digital) at IDEX Vadodara, India.

Participated in Various Emergency Drills With UN Peace Force at UNMISS Camp Bor, South Sudan.

Participated in 2 day Classroom & practical Training on 'JIG practical training on Aviation Operations and Quality control at Juba, south Sudan.

**SCHOLASTICS**

* Completed post graduate program in oil & gas management from University of Petroleum Energy Studies, Dehradun.
* Completed one year Advance diploma in fire & safety Engineering from KESPL Guwahati
* Aircraft Maintenance Engineering from Rajiv Gandhi Aviation Academy, Hyderabad.
* Undergone On Job Training at Instruments Avion, Kolkata(Light Aircraft Instruments &Electrical Overhauling Shop).

**PERSONAL**

* Date of Birth: 16 April 1990
* Languages: English, Hindi, Manipuri, Bengali & Assamese.
* Address: Vill + P.O. Halhali, Kamalpur, Dhalai. Tripura –799286. India.

**REFERENCES TO BE FURNISHED UPON REQUEST**