

# CURRICULUM VITAE



## RENITHA SKARIA

### Contact Information:

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### Email:

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### Personal Information:

Date of Birth : 18/06/1982  
Nationality : Indian

Residence Employment Visa

HAVE UAE DRIVING LICENSE  
AND OWN CAR.

### Language Known

#### **English**

Perfect Writing & Speaking

#### **Hindi**

Perfect Writing & Speaking

#### **Malayalam**

Perfect Writing & Speaking

Marital Status : married

## CAREER OBJECTIVE

Experienced Fleet Data Specialist with excellent skills in Fleet Data Support, well self-motivated individual with analytical capabilities, exceptional interpersonal, able to communicate at all levels.

Seeking a full-time position in a dynamic and growing organization, where I can apply my skills and competence to add value to the organizational growth. A position in Fleet Data Specialist Support that utilizes my Operational & professional skills for the Fleet Data Management Team (GE Aviation) to provide assistance and growth to the organization and for my career success.

## CAREER PROFILE

More than **10+ years** of experience as **Executive Admin Assistant & Fleet Data Specialist** with hands-on in Fleet data support, **Operation & IT Administration, Office System administration** and **supporting** our region with various data reporting activities.

## ACADEMIC QUALIFICATION

- **Bachelor in Computer Science**  
National College, Kerala (2003)
- **Masters in Computer Applications**  
Mar Athanasius College, Kerala (2006)

## CERTIFICATED & TRAINING

- Attended Training Course with **HRG**, Dubai on **Travel and Reservation Management** in collaboration **with Dnata and Emirates**.

## STRENGTHS

- Ability to grasp information & situation easily
- Good power point Presentation Skill
- Good negotiation skill
- Identifying needs of clients
- Ability to complete any given task with in stipulated time period
- To approach things with a positive attitude.

***Fleet Data Specialist,***  
GE AVIATION TEAM, DUBAI  
GENERAL ELECTRIC INTERNATIONAL INC.  
**Jan 2016 – Till Date**

- Support our region with various Fleet data reporting activities for Emirates Airlines based at the Emirates Engineering Center, Dubai.
- Send the Emirates Airlines Customer data to FDS team & proceed with uploading it in to the FS Connect.
- Utilization update in FS Connect
- Fleet status checker for Emirates Aircrafts (GE90 & GP engines for GE)
- Engine Change details – Removals & Installations update for Emirates Airlines
- PFM
- SB Update in FDM (handling all service bulletins)
- D&C
- CNR status on FDM (Fleet data management site)
- LRU changes for GE90 & GP engines
- Maintaining GE90 and GP Utilization Excel trackers with data of engine removals and installations, Part item serial numbers and details of replacements made on the respective engines.
- Supporting GE Aviation team with Emirates Airlines badging work to arrange Work and laptop passes (*Temp, Day visitor pass & Permanent passes*) for access to Emirates Airlines Engineering facility & hanger ramp areas.

***Executive Assistant to Regional GM***  
GE AVIATION TEAM – DUBAI  
GENERAL ELECTRIC INTERNATIONAL INC  
**Dec 2010 – Dec 2015**

- Handling IT & Office Administration, experience in Travel, Visa & Hotel Bookings for clients for GE AVIATION Department.
- Handling all Power point presentations and Report making on Excel and otherwise.
- Handling and making Invoice and Purchase Order entries and Travel & Living tracking & controlling of entries.
- Manage, prioritize and coordinate schedules for conference calls, inter-office meetings and seminars to ensure no conflicts and priority issues.
- Handle travel arrangements for executives overseas including all land transfers and hotel accommodations.
- Handle career movements of management staff in coordination with the HR department, ensuring that salaries and benefits remain confidential as required.
- Assist in ensuring that all management personnel within the department maintain open communication and cooperation to achieve departmental objectives.
- Plan and execute office events including arranging for logistic requirements in any meetings or office get-together events such as book meeting rooms and conferencing numbers, sending invites, arrange for AV facilities, order food and distribute meeting materials.
- Coordination of events within the department involving executives, management and staff participation, ensuring that all logistics are available for these events.

- Prepare and process executive trip expenses reports.
- Ensure that all corporate reports and correspondences coming in and out of the office are properly filed in the strictest confidence and security.
- Perform administrative duties with the highest responsibility and selective confidentiality.
- Communicate decisions, directives and policy changes to all concerned staff.
- Serve as liaison between fellow executives and with suppliers and business partners as required.
- Assisting with employee relations;
- Company-wide committee facilitation and participation;
- Company employee communication;
- Compensation and benefits administration and recordkeeping;
- Employee safety, welfare, wellness, and health reporting; and employee services;
- Maintaining employee files and the HR filing system;
- Assisting with the day-to-day efficient operation of the HR office.

### ***Executive Admin & Operations Support***

Redorange General Trading LLC,

P.O. Box 84791, Dubai - UAE.

**Aug 2006 – Nov 2010**

- Recruiting and staffing logistics
- Performance management and improvement tracking systems
- Manage Project leader Calendar and email.
- Assist Project leader & provide secretarial services in administering and managing all paper work associated with projects.
- Screen incoming emails & telephone calls, action responses.
- Prepare minutes for the Portfolio team meeting.
- Ensure accurate and timely minutes are prepared and circulated between the team members.
- Coordinate Business trips (Internally & Externally).
- Prepare Business travel requests, Leaves, Business Travel Expenses, Capex Authorisation, Petty Cash expense...
- Prepare memorandum and send it by mail, fax and Courier and circulate it internally.
- Deal with HR for interviewing new candidates (face to face & phone interview).
- Fully conversant with the activities of the Department in order to liaise with, on behalf of the Project Leader.
- Creation & maintenance of a filing system for the important & confidential documentation.
- Prepare the Agreements to all suppliers, subcontractors.
- Co-ordinate with finance department to pay the suppliers & to call them for cheques collection.
- Coordinate the sites managers Monthly Report.
- Arrange the staff training for all the sites.
- Assist executive staff to organize their time effectively.
- Prepare travel itineraries for executive staff.
- Prioritize incoming correspondence, including letters, memos and emails.
- Filter requests for appointments and arrange internal and external meetings and conference calls.
- Provide support to meetings including minutes and follow-up actions.
- Type letters, presentations and other documents.
- Co-ordinate filing and general administrative work for executive staff.

- Provide assistance to other staff.
- Ensures that all correspondence and reports are processed for the managing Director in a timely manner.
- Prepare the Meeting Agenda and diffuse to all the attendees.
- Provide support to meetings including minutes.
- Ensures that the standard office practices and routines of the Managing Director Are functioning efficiently on an ongoing basis.
- Monitors and coordinates oral and written communication between the Managing Director and other Departments.
- Ensures proper filing and record keeping by accurately entering information in a Timely manner consistent with office guidelines.
- Maintains calendars, schedules appointments, receives visitors and answers Routine and often complex inquiries.
- To organize the travel arrangements and visas requirements.
- Ticketing & hotel Reservations.
- Ensures that all correspondences and reports are processed for the Chief Executive Officer in a timely manner.
- Prepare the Meeting Agenda and diffuse to all the attendees.
- Provide support to meetings including minutes and follow-up actions.
- Ensures that the standard office practices and routines of the Chief Executive Officer are functioning efficiently on an ongoing basis.
- Monitors and coordinates oral and written communication between the Chief Executive Officer and other employees.
- Ensures proper filing and record keeping by accurately entering information in a timely manner consistent with office guidelines.
- Maintains calendars, schedules appointments, receives visitors and answers routine and often complex inquiries.
- To organize the travel arrangements and visas requirement.
- Handling all the stationary requirements and printed materials.

## PROFESSIONAL REFEREES

<p><b>SAMIRA HANIF</b> EXECUTIVE SALES COORDINATOR, GE Oil &amp; Gas Team, GENERAL ELECTRIC INTERNATIONAL INC. DUBAI Contact #: 052 8006584. <b>samira.hanif@ge.com</b></p>	<p><b>Asmae Benmessaoud</b> Executive Assistant, GE Power, GENERAL ELECTRIC INTERNATIONAL INC. DUBAI. Contact #: 052 8006816. <b>Asmae1.Benmessaoud@ge.com</b></p>	<p><b>Karen Sharma</b> Executive Assistant, GE Aviation Team, GENERAL ELECTRIC INTERNATIONAL INC. DUBAI, Contact #: +971 526478920 <b>karen.sharma@ge.com</b></p>
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