

# FAIZ MUSTAFA

9-3-58/143, Ahmed colony, Outside Moti Darwaza.  
Hyderabad, Telangana  
+917995729622  
faizmustafaame@gmail.com

## Summary

Focus on development of self and positive contribution towards organizational growth through constant augmentation of skill, knowledge and proactive attitude. Talented individual with a team-player mentality and safety-driven approach. Knowledgeable about completing inspections, reading technical documentation and installing new systems.

Proficient Engineering Assistant skilled in document management and project support. Top-notch problem-solver with excellent attention to detail. Highly-qualified Engineering Project Manager adept at collaborating with customers, team members and outside departments to complete work in an efficient and accurate manner. Expertise includes controlling costs, improving quality, generate business and building cohesive teams focused on performance. Competent in completing technical reviews, producing designs and collecting project data. Proactive and resourceful with a dependable and methodical nature.

## Education

### **Andhra Pradesh Aviation Academy**

Aircraft Maintenance Engineering  
Hyderabad, Telangana  
Graduated January 2010

1) Completed 3 years of Aircraft Maintenance Engineering (AVIONICS STREAM) course approved by Director General of Civil Aviation (D.G.C.A) from Andhra Pradesh Aviation Academy, Hyderabad [2007-2010].

2) Cleared Paper-1 Civil Aircraft Regulations (CAR) & Paper-2 General Engineering and Maintenance Practices, of DGCA license examination [2008-09].

### **Narayana Junior College**

M.P.C  
Hyderabad, Telangana  
Graduated March 2007

Completed 10+2(M.P.C) from Board of intermediate 77% marks, AP, in the year 2005-07

### **State Board of Andhra Pradesh**

S.S.C  
Hyderabad, Telangana  
Graduated March 2005

Passed S.S.C from State Board of Andhra Pradesh with 62% marks, Hyderabad, in March 2005.

.

# Employment History

## **Excellence Training Centre**

Senior Course Counselor

Hyderabad, India

April 2019 – September 2020

### **Roles & Responsibilities**

- Implement and oversee a training centre guidance program that provides students with a safe and non-judgmental way to voice their concerns or worries
- Assist centre administrators and educators with planning and carrying out school-related programs and events
- Analyze student performance in the classroom to provide guidance and identify potential problems
- Learn students' names, career objectives and other details so you can better serve them
- Help students develop academic plans in accordance with their skills, talents and strengths
- Work collaboratively with the faculty and other supportive staff
- Facilitate crisis intervention and prevention programs
- Communicate with teachers, students and administrators on an ongoing basis about behavioral and academic problems

## **Star Detective Agency**

Business Development Executive

Hyderabad, Telangana

October 2017 – January 2018

### **Roles & Responsibilities**

- Understanding the future perspective of the company and developing strategies for growth accordingly.
- Researching and analyzing the market to find out better business opportunities.
- Collaborating with clients and making business deals that are beneficial for the company in long run.
- Interacting with the higher authorities of the company such as managers and directors and discuss business issues with them.
- Engage in discussions with the clients which help them in planning interesting business proposals which can be beneficial for the company and the clients.
- Prepare presentations for the company that can be present at the trade shows, to the clients, to the employers, conferences, etc.
- Maintaining continuous client relationships through client follow-up and responding to their queries.

## **Appco Group India**

Executive Team Leader

Hyderabad, Telangana

November 2015 – May 2016

### **Roles & Responsibilities**

- Creating an inspiring team environment with an open communication culture
- Setting clear team goals
- Delegating tasks and set deadlines for your internal team Interacting with the higher authorities of the company such as managers
- Oversee day-to-day operation
- Monitor team performance and report on metrics
- Motivate team members
- Discover training needs and provide coaching
- Listen to team members' feedback and resolve any issues or conflicts
- Recognize high performance and reward accomplishments
- Encourage creativity and risk-taking
- Suggest and organize team building activities

**A.P. Aviation Academy**

Aircraft Maintenance Technician

Hyderabad, Telangana

January 2010 – July 2010

Undergone 6 months practical training as on job trainee on CESSNA FA 152 AIRCRAFT. AND ON CESSNA FA 172R ENGINE. From 16-01-2010 to 20-03-2010. Involved in "Assembling, Removal and Fitment of Components", "Pre-flight and Daily Inspection including Refueling and Defueling".

**Roles & Responsibilities**

- Diagnosed faults and developed resolution plans.
- Serviced aircraft systems, including electrical, pumps and air handling.
- Communicated operational issues and changes to supervisor on regular basis.
- Repaired wiring, plumbing, equipment, and machinery.
- Installed, aligned, and balanced new equipment.
- Performed basic machine set up.
- Followed standards and procedures to maintain safe work environment.
- Met production goals by maintaining cost effective levels of spare parts inventory.
- Ensured proper installations through accurate reading of blueprints.
- Performed routine preventive maintenance to ensure that building systems operated efficiently.
- Attended monthly safety meetings to ensure machine operation safety.
- Maintained documentation for areas such as orders, activities, schedules and employee performance.
- Responsible for wide variety of duties including, electrical repair, installation, building repair.

**Hobbies & Interests**

Internet Surfing, exploring new places, Hanging out with friends.

**Professional Skills**

Socially adapt.

Able to provide quality leadership to a large team.

Strong written and verbal communication skills.

The ability to handle pressure and meet deadlines.

Attention to detail.

Excellent time management and organization.

Strong team player.

Good multi-tasker.

Project Management.

**Languages**

English: Conversational

Hindi: Conversational

Urdu: Conversational

**Additional personal details**

Father's Name: Faiz Mohammed.

Marital Status: Married.

D.O.B: 21-Sep-1990.

Blood Group: O+

Nationality: Indian.

**Faiz Mustafa**