

RESUME



CHRISTY JOJO

christyjojo8@gmail.com

Mobile: +91 9656937833

Permanent Address:

Cheruvathoor House
Potta P.O, POTTA
Thrissur Dt
Kerala-680722

Key Skills:

- Good communication skill
- Problem solving
- Management skills
- Leadership skills
- Computer skills
- Technical creativity

Software Skills:

- AMOS
- RAMCO VIRTUAL WORKS
- Excel
- MS OFFICE
- TALLY ERP 9

Achievements:

- High Flyer Award(Air Works)

Area of interest

- Aircraft maintenance material planning
- Aircraft maintenance material & Stores
- Supply chain management and logistics.

Objective

To learn and contribute a strong technical background in the aviation maintenance department to support with a unique drive of excellence and success to the organization.

Assets

- Adaptable and Hard working
- Flexible and self-motivated
- Commitment to team work and team facilitator
- Individual Job expertise
- Dedication to work

Work Experience

❖ Total aviation maintenance industry experience: **03 years 11 months**

Air India

Designation : Associative Supply Chain (Engineering).

Duration : June 2025 - Present

- All equipment which are used in carrying out maintenance activities are to be checked daily and to be maintained and kept in serviceable condition.
- Any shortcomings in the stations are to be communicated to certifying staff/shift in-charge and do the stock transfer.
- Responsible for Inventory management, Material analysis, Receipt of ordered stock, Stock replenishment,
- Communicate any safety related issues to Certifying Staff/Shift-In-charge for necessary corrective and preventive action
- Assist the certifying staff in accomplishment of daily assignments as required for maintenance.
- Assist store inspector in maintain the bonded and line store in approved manner as per the MOE &EPM
- Preparation of process sheet of spare requirements.
- Monitoring maintenance forecast (AMOS) and plan the daily work.
- Storage of items recommended by regulatory authority, mentioned in MOE /EPM and any other relevant documents.
- Updating and maintenance of electronic / physical store records like on-Off Register/loan register /tool register etc.
- Timely issuance of spares with valid tags and certificates to line maintenance team for smooth operation and avoid delays in transit of aircraft.
- Requesting of spares from other stations to rectify errors and to ensure the serviceability and airworthiness of aircraft at line.
- Storing and issuing of wheels to aircraft by using valid CA form and tags.
- Co ordinate with engineering team and AME for smooth operation to avoid any delays of departing of aircraft.

Air works India Engineering Pvt Ltd Cochin,Kerala.

Designation : **Junior Executive – Supply Chain & Stores**

Duration : October 2022-May 2025

Key responsibilities:

- Independently handled issue counter for issue tools, equipment's, special tools & maintaining issue register for the same.
- Issue of spares from bonded stock (FIFO basis) on receipt of Maintenance material request.
- Actively participated in carrying out inventory checks & submitting the report to DGM M & S.

- Maintaining and preserving all store records.
- Ensuring Unserviceable parts send along with the Unserviceable tag for Dispatch.
- To carry out the incoming consignment inspection (both Air works and Customer parts), raising inward report, assist Stores inspector to issue stores acceptance tag and complete the relevant GRN/RRN/CRN through ERP.
- Monitoring shelf-life expiry items, Tools which are due for calibration.
- Recording and maintaining detailed records of all incoming shipments in the inward register.
- Ensuring all store items were neatly packed and accurately labeled for efficient organization and accessibility.
- Managing the issuance, cleaning, and accountability of tools to ensure proper maintenance and inventory control.
- Managing the timely dispatch of items as needed.
- Conducting periodic inventory checks in accordance with MOE/EPM guidelines.
- Ensuring that all stocked items were within their storage life, coordinating with the stores inspector to scrap expired items.
- Maintaining comprehensive records of inventory.
- Managing accounting of all customer spares, including receipt, inward activity, and binning.
- Coordinated with the stores inspector for inspection and tagging of parts.
- Coordinated with the planning team to manage and facilitate the issuance of materials for MR's.
- Performed additional tasks and responsibilities as assigned by the Deputy General Manager (Marketing & Sales).

Personal Information:

Date of Birth:

08-08-2000

Father's Name: JOJO C V

Gender: Male

Nationality: Indian

Marital Status: Single

Mother Tongue: Malayalam

Linguistic Proficiency:

- English
- Malayalam
- Hindi
- Tamil

Hobbies:

- Reading
- Gardening
- Travelling

Passport Details:

- Dispatching Aircrafts parts to other stations and customers by proper documentation.

Air works India Engineering Pvt Ltd Cochin,kerala.

Designation : Store Assistant

Duration : August 2021-October 2022

Worked as MRO Stores Assistant with Air Works India Private Limited as a contract worker of We Care Facility Management Services. Here my role is to assist the MRO store persons for ensuring a smooth and accurate performance during Aircraft's maintenance.

- Maintaining stores clean,dirt free and under temperature & Humidity control.
- Issuing spares and tools to aircraft for maintenance.
- Inventory check.

Academic Profile

Course	Institution	Board/University	Year	Percentage
BACHELOR OF COMMERCE TAXATION	SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA	Calicut	2018 - 2021	63.2%
PLUS TWO	MAMHSS, CHALAKUDY	Kerala State University	2016 - 2018	75%

Number:V2401237

Expiry:02/09/2031

Place of Issue: Cochin

SSLC

**ST .SEBASTIANS
HSS,KUTTIKAD**

Kerala
State
University

2015-
2016

82%

Technical Software Expertise

- Experience in AMOS (Maintenance & Engineering software solution)
- Experience in RAMCO VIRTUALWORKS (Maintenance Repair & Overhaul (MRO) software)

Additional Courses

- Completed CAT course in CMA
- Supply chain management and logistics by AIMS education.

Additional Training

- Safety Management System Training.
- Human Factors , Fuel tank safety,EN9110 training.
- ESDS training.

Declaration

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I assure that, if I am given a chance, I will execute my work to the optimum satisfaction of the company and my superiors.

Date: 12/2/2025

Place: Kerala,India

(Christy Jojo)