

Aradhna Kumar

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Aviation administration student able to effectively communicate knowledge of flight operations, adapt to changing conditions, plan and carry out programs, and work in high pressure/ fast paced environment. Administrative skills include MS Office, adobe, MS excel and MS PowerPoint and Access.

Work Experience

Terminal Operator Intern- WCAA

June 2023 – Aug 2023

- Assisting with daily terminal functions, including passenger flow management and facility inspections.
- Providing information to passengers and addressing concerns.
- Monitoring security and safety regulations within the terminal.
- Assisting with documentation, operational reports, and project support.

Summer Intern- Western Michigan University

May 2022 - Aug 2022

- Overseeing the contracts and projects,
- Worked In TMA (Technology, Management, and Analysis co-proration) collecting contracts from vendors and customers, making sure that they are filled out correctly, and that they are filed appropriately.
- handled project billing Integration, raising and sending invoices to customers and requesting them to settle the dues. Invoicing and collecting payments from customers for project-based revenue.

Recycling Management Student Employee

May 2022 – Aug 2022

- Planned and controlled the recycling and disposal processes for waste materials, stocks of obsolete finished products, recyclable materials.
- loaded equipment such as packaging, pallets, and containers.
- Educated the campus how to recycle, what to recycle and where to recycle by conducting recycling events.

HR Executive Intern – West Zone Group Head Office

May 2021 - Aug 2021

- Manage every aspect of the employment process, including orientation and training new staff members.
- Worked with the staff recruitment team, overseeing the hiring processes and creating referral programs
- Assisted with payroll management, so employees receive their paychecks on time and Manage Employee Benefits.

Skills

- Leadership Skills.
- Technical skills: MS office (word, excel, PowerPoint), Adobe, TMA,
- Effective Communication.
- Problem Solving.
- Organizational Skills

Education

- **2016-2017:** Gulf Indian High School grade 9th with grade A2
- **2017-2018:** Gulf Indian High School grade 10th with 89 percentage
- **2018-2019:** Gulf Indian High School grade 11th with grade A2
- **2019-2020:** Gulf Indian High School 12th with grade 83.8 percentage
- **2020-2024:** Western Michigan University Perusing Aviation Management and operations as senior

Accomplishments

- Wayne County Airport Authority – **CEO Award**
- Sports - **School Sports Head**
- Sports - **School Sports Vice Head**
- Gandhi Global Family - **Dubai Ambassador (2018- 2019)**