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#### Sameer Janardan Surve

**59/E,402,New Mhada Tower,**

**Near Ekta Nagar,Kandivali (west)**

### **Mumbai-400067.**

### **Mobile No-9967637024**

**Email: - samirsurve07@gmail.com**

**B.Com**. **(2001) from GOKHALE College of Commerce & Arts with Second Class, Mumbai University.**

###### **Work Experience of more than** **12 years joining date November 2002.**

#### Presently working in Cambata Aviation Private Ltd, Andheri {East} as Centralised Load Control Co-ordinator.

**CURRENTLY WORKING AS CENTRALISED LOAD CONTROL CO-ORDINATOR FOR SINGAPOORE AIRLINE AND ETIHAD AIRWAYS FROM 1st JANUARY 2014 TILL DATE**

**PROFILE OF JOB**

1. **DOING BAGGAGE PLANNING FOR FLIGHT.**
2. **SENDING ESTIMATE CARGO FIGURES TO LOAD CONTROLLER.**
3. **PREPARING ESTIMATE ZERO FUEL WEIGHT FOR FLIGHT.**
4. **AS PER ESTIMATE ZERO FUEL WEIGHT TAKING FLIGHT PLAN FOR FLIGHT.**
5. **TAKING FLIGHT PLAN TO CAPTAIN AND TAKING FUEL DOCKET DETAILS FROM HIM.**
6. **SENDING TELEPHONIC DETAILS OF DEPARTURE FLIGHT DETAILS SUCH AS FUEL DOCKET DETAILS AND FINAL LOADING DETAILS FROM LIR IN SIGAPOORE AIRWAYS AND FOR ETIHAD ON LAPTOP GIVEN BY AIRLINE.**
7. **CO-ORDIATING WITH MAKE UP,COUNTER STAFF,RAMP STAFF,AIRLINE STAFF.**
8. **SENDING POST FLIGHT DETAILS SUCH AS MOVEMENT MESSAGE,TRANSFER BAGGAGE DETAILS LIKE HOT CONTAINER,THROUH CNTR, BULK DETAILS ETC.**
9. **SENDING DETAILS OF LOADSHEET,NOTOC,FUEL DOCKET,LIR TO LOAD CONTROLLER SO THAT HE/SHE CAN PDC THE FLIGHT.**

**Supervisor in Ramp Department FROM 22nd NOVEMBER 2002 TILL 31st DEC 2013.**

1. **Loading & Offloading of Flight.**
2. **Doing Counter’s Duty [Scale] , Arrival Duty.**
3. **Having Certificate of Load Control 1 of Gulf Air**
4. **Attending Supervising Aircraft Loading for British Airways.**
5. **Attending Qantas Air Ramp Training.**
6. **Done loading & unloading of Flight 747 Boing , 767 Boing , Air Bus 330 , Air Bus 340 , Air Bus 320 , Air Bus 310 ,Boing 777 ,Boing 737.**
7. **Loading done of British Airways, Cathay Pacific, Gulf Air, Qantas Airways, Etihad Airways, Kenya Airways, Oman Airways, Alitalia Airways, Iran Airways, Eva Airways, Polar Airways, Das Airways, Jet Airways, Virgin Airline, LY Airline, Qatar Airways.**

* **COURSES DONE IN RAMP DEPARTMENT**

1. **Course:-Outstation Emergency Response Training For Oman Airways.**

**Emergency Response Planning Department on 14th July 2011.**

1. **Course:-Ramp Basic & Pallet Building on 9th & 10th**

**November 2011 by FedEx Airways.**

1. **Course:-Airbus Ground Support Training on 11th & 13th 2011 by FedEx airways.**
2. **Course:-MD11 Ground Support Training on 12th & 16th 2011.**
3. **Course:-Ramp Loading Awareness A330-300 on 7th & 8th 2006 by Qantas Airways.**
4. **Course:-Load Control One 04-09 August 2004 Bombay by Gulf Air.**
5. **Attending Dangerous Goods Training for British Airways.**
6. **Attending BA Training & having Ramp Loading License No 80.**

#### Personal Details:

**Date of Birth : 29th May 1980.**

**Nationality : Indian.**

**Marital Status : Married.**

**Religion : Hindu.**

**Language known : English, Hindi, Marathi.**

**Interest : Teaching, playing Cricket.**

**Mob No. : 9967637024.**

**Educational Qualifications :**

|  |  |  |  |
| --- | --- | --- | --- |
| Examination | Year of Passing | School/College | Percentage |
| S.S.C | 1995-1996 | Abhinav Vidya Mandir, Borivali {East} | 63% |
| H.S.C | 1997-1998 | GOKHALE College of Commerce & ARTS, Borivali {East} | 66 % |
| T.Y.B.Com | 2000-2001 | Gokhale College of Commerce & Arts, Borivali {East} | 58 % |

**Profiency in Computer:**

* **Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Internet Outlook Express**
* **The Diploma Certification in Office Automation pass with B grade by Plus Point Computer.**
* **Maharashtra State Board of Vocational Examination of Computer Programming pass with First class.**

**Additional Course**

**Done Six months Typing course in National Typing Institute.**

**Extra Activities**

**Teaching Mathematics to the Students of School level from 7th to 10th and Maths and Stats and Account to College level F.Y .J.C to F.Y.B.Com.**

**Personal Strengths :**

**1.Definiteness of purpose & positive learning attitude.**

**2.Strong believer in excellence, knowing no bounds and time.**

**3.Working with a sense of urgency, paying close attention to details.**

**4.Excellent team player, with great importance to team spirit**

**Sameer Janardan Surve**