

# RAKESH KUMAR PADHY

***Bapuji Nagar 5<sup>th</sup>  
lane, Medical bank  
colony, Berhampur,  
Ganjam Odisha  
760004***

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## **CAREER OBJECTIVE**

To join an organization where my professional skills, capabilities and knowledge can be utilized to the best extent.

## **ACADEMIC PROFILE:**

- B.Tech (Mechanical Engineering) Gandhi Academy of Technology & Engineering, Odisha  
YOP: 2021
- Basic AVSEC Course for Udemy; 2022

## **COMPUTER SKILLS:**

**M.S. OFFICE – Proficient in MS Excel and MS PowerPoint, AutoCAD  
Trax, ERP**

## **WORK EXPERIENCE:**

**Presently Working as MECHANIC-GSD / GSD in-charge IN BLUEDART AVIATION, GUWAHATI  
from JAN 2024  
(Operations / Ramp / GSD)**

My core responsibilities are as follows:

- Planning of Schedule Service based on Weekly/Monthly/Yearly basis as per OEM recommendation for GSD Equipment's
- Managing all GSE checklists and all service records.
- Well versed with Ramp operations.
- Observe safe ground-handling procedures and maintenance of GSE.
- Preparing and ordering spares as per the Maintenance schedules and outsourcing for spares and GSD items.
- Performing preventive and corrective maintenance to all types of Ground Support Equipment and other fleet vehicles to provide safe, reliable and cost-effective fleets.
- Daily inspection of MDL, E-CBT, Trollies & TSLs for safe operations.
- Preparation of daily inspection sheet.
- Preparation of monthly Expenditure reports.
- Preparing Materials as per maintenance & Urgent Requirement.

- Preparing PO for materials purchased from vendor & Forward to HO for Approval
- Collecting quotations & invoice from vendors & Forward to HO.
- Maintaining & Handling of Store stock for spare parts.
- Maintaining Fuel purchase & Daily Fuel Consumption.
- I have shift handling on days when there is no Manpower.

**Worked as TECHNICAL ASSISTANT IN GLOBEGROUND INDIA, BANGALORE from DEC 2021 to JAN 2024 (Ramp / GSD)**

My core responsibilities are as follows:

- Planning of Schedule Service based on Weekly/Monthly basis as per OEM recommendation for GSD Equipment's.
- Managing all GSE checklists and all service records.
- Well versed with Ramp operations.
- Observe safe ground-handling procedures and maintenance of GSE.
- Daily inspection of ASU, ACU, GPU, PBT& TCB for safe operations.
- Preparing and ordering spares as per the Maintenance schedules.
- Timely maintenance of equipment according to planned Maintenance Schedule.
- Maintained equipment records, vehicle forms, and document maintenance actions.
- Performing preventive and corrective maintenance to all types of Ground Support Equipment and other fleet vehicles to provide safe, reliable and cost-effective fleets.
- Maintaining Documents for auditing.
- Having knowledge of attendance updating and preparing rosters of GSE staff.
- Supervising the General shift staff and allocating resources and duties.

**ADDITIONAL CERTIFICATION: -**

- Completed 01-day Certification course in Safety Management System Initial at BLUEDART Aviation on 19-Mar-2024.
- Completed 02-day Certification course in Human Factor Initial at BLUEDART Aviation on 21-Mar-2024.
- Completed 01-day Certification course in GSD Maintenance Initial at BLUEDART Aviation on 29-Mar-2024

**KEY STRENGTHS: -**

- Good Communication skills.
- Possess good planning and co-ordination skill
- Committed, self-learning and hardworking
- Team participation with demonstrated leadership qualities.
- Good at time management and adoptive to environment
- Can work efficiently in a group as well as individually and take up responsibilities.
- Willingness to learn as required.

**PERSONAL INFORMATION:-**

Father Name	Mr. Narasingha Padhy
Gender	Male
Date of Birth	01-OCT-1997
Marital Status	Unmarried
Nationality & Religion	Indian,Hindu Dt:
Passport Details	V1358732
	Expire.Dt: 07-10-2031

**Date:**

**Rakesh Kumar Padhy)**

