

RESUME



DARSHAN SAIKIA,
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PROFILE:

Having **more than 5years'** of experience in Aviation, logistics and air Cargo industry. Completed in Cargo introductory and training in Cargo- Foundation, Dangerous Goods Handling, Special Load, Good distribution Practice and Ramp handling course from Emirates Aviation College, Dubai.

KEY RESPOSIBILITIES

- Handling Export and import cargo.
- Look after Acceptance and delivery cargo.
- Follow up Arrival and Departure for freighters and passenger flight.
- Handling buildup and breakdown for all kind of cargo.
- Handling Perishable, Pharmaceuticals and Live Animals.
- Handling Export and Import Documentation.
- Looking after loader and forklift operator for safety.

WORK EXPERIENCE

1. Emirates sky Cargo-2015 June to 2020 Sep as a Cargo Operation Agent:

- Duty and responsibilities
- Accept and deliver Cargo, courier and mail from / to the customers, which requires a high.
- Ensure that all shipments of restricted articles are properly handled and processed in full compliance with the current edition of the IATA DGR and are loaded accordingly.
- Inspect, count and validate the goods/parcels at every point of Operation, ensuring those goods are correctly received or dispatched in accordance within established Service standards.
- Special Load and Ramp handling and to perform the build-up and breakdown of Cargo/ courier/mail and ensure swift and safe movement of cargo, courier and mail Loads.
- Monitor and ensure joining loads and arriving loads of Cargo, Courier and Mail are properly handled at various processing stages at the Ramp through co-ordination.

TRAINING AND ONLINE COURSE COMPLETED FROM

- | | |
|--|---------------------------------|
| <input type="checkbox"/> Dangerous Goods Handling | Emirates Aviation college Dubai |
| <input type="checkbox"/> Special Load & Ramp Handling | Emirates Aviation college Dubai |
| <input type="checkbox"/> Airport and Aviation Security | Emirates Aviation college Dubai |
| <input type="checkbox"/> Sky Cargo Foundation (EMF) | Emirates Aviation college Dubai |
| <input type="checkbox"/> Good Distribution Practice | Emirates Aviation college Dubai |
| <input type="checkbox"/> Acceptance and DG Handling | Emirates Aviation college Dubai |
| <input type="checkbox"/> PAX Cargo Handling | Emirates Aviation college Dubai |
| <input type="checkbox"/> CDGR Ramp Handling | Emirates Aviation college Dubai |

Previous Experience

FIRSTSOURCE SOLUTION Ltd: HR Assistant (Recruitment) from 2010 to 2011 DUTY AND RESPONSIBILITY

- Walking Interviews
- MIS work
- Creating Applicant and Employee ID in people soft
- Follow up for new CSA employee's documentation
- Making report in excel weekly and monthly

Idea Channel Partnership: As a Team Leader from 2008 to 2010 DUTY

AND RESPONSIBILITY

- Monitoring and follow up L1 Auditor
- Look after all documentation for CAF Audit
- Visiting all distributor point for CAF Audit
- Making weekly and Monthly Report and Updating For

ACCADEMIC QUALIFICATION

- B.com from North Bengal University (2007)

COMPUTER KNOWLEDEGE

- One year completed diploma in Software Engineering from NIIT (2007)
- Good knowledge in Excel, Word and PPT
- Working experience in People soft

PERSONAL DETAILS

Father's Name	: Deba Kumar Saikia
Mother's Name	: Nilima Saikia
Date of Birth	: 25/03/1986
Linguistic abilities	: English, Hindi, Assamese, Nepali, and Bengali
Hobbies	: Listening Music and Cooking

DECLARATION

I hereby declare that the above said statements are true to the best of my knowledge and belief.

DARSHAN SAIKIA

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