

# Nagashree. H CURRICULUM VITAE

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Bahrain

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## **OBJECTIVES**

- A Confident, hard-working person who has strong determination towards achieving goals.
- Can work effectively as an individual and efficiently as a group member.
- Ability to learn new technologies quickly and ready to accept challenges in Industry.

## **TECHNICAL SKILLS**

- Diploma in Information Technology
- Experience working with Dynamics CRM 2011, 2013, 2015, 2016, dynamic 365
- Supervisory Skills (Certified Course)
- First Aid Course by Bahrain Red Crescent Society

## **EDUCATIONAL QUALIFICATION**

- Diploma in Mechanical Engineering (Instrumentation Technology) in Sri Jayachamarajendra (Govt.) Polytechnic, India.
- SSLC (10<sup>th</sup> Grade) in Sacred Heart Girls High School, India.

## **WORK EXPERIENCE**

### **1. STC Bahrain, formerly VIVA**

**Designation:** Facility Co-Ordinator & Store In charge **Duration:** November 2019 – Till

#### **Job responsibilities in STC:**

- Arrange to get quotations from the vendors as instructed by the STC manager, & Provides support for the floor design modifications contractor on providing the required material & support to revamp the area before they start the works.
- Follow-up on the works based on the drawings, BOQ & BOM, Scopes.
- Arrange for work permits/gate passes/access permits for the contractors.
- Follow-up for the payments on work completion.
- Monthly updates of staff names from all the floors
- Arrange the office for the new joiner with all the requirements (Office, chairs, table, cupboard, etc)
- Make list of furniture's for reworks & do the necessary actions.
- Maintaining monthly asset report (Optimal stock levels) along with consumption records.

- Tags to assets to identify each one individually and track data from real-time location to maintenance history
- Clearing/Removing the unwanted scraps from Head Quarters/Warehouse & arranging the assets accordingly & make space for the new arrivals.
- Inform the purchase department well in advance about the items that reach the re- order level to order from supplies
- Receive, distribute and maintain adequate quantities of stocks at all times.
- Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents;
- Make clear notes on the receipt of the items against each invoice;
- Giving works to the loaders as requested by the clients with Manager Approvals.
- Be able to manage staffs who perform maintenance works.
- Take decision on the works when required.
- Prioritize assigned projects based on the deadlines to completed the projects.
- Perform related duties and responsibilities as assigned by the Support Services Manager.
- Provide support to the Team efforts by accepting challenging roles & responsibilities while helping each other to achieve.
- Communicate both verbally & in writing, validate skill in the use of computer technology.
- Knows to prepare rough drawings & study Auto cad(beginner need a little touch).
- Coordinate with the teams for completing the GSM Tower projects, get the list of completed sites, issues & concerns in the sites, follow-up with IT Team to get the switches & NVR, get the work permit done, discuss with team & inform the status.

## 2. Cyient, Bengaluru, India.

**Designation:** Senior Design Engineer. **Duration:** November 2012 – April 2018.

### Job responsibilities in CYIENT:

- Worked for Pratt & Whitney Canada for their various Engines and their FEM (Field & event Management), Reliability packages, Customer Relation Management (CRM).
- Worked on Various PWC Engines, such as Turboprop, Turbo Fan and Turbo shaft.
- Analysing field events and coding them in the prescribed format Field Event Management (FEM).
- To analyse field events and to support various operations at PWC with the FEM, Reliability, CoPQ (Cost of Poor Quality), and technical analysis (data analysis).
- Coordinating & Investigation to find out the root cause of the event.
- Tracking of fleet status - Engine model wise.
- This data is accessed by different customer, civil aviation Authorities, Technical Publications, Legal Services, Blue books document and OEMs.
- Contacting the DOF and SCN shops for engine inducted for repair, overhaul & H.S.I. & Contacting the shops for Teardown reports & closing the events in TRAC.
- Collecting the reports on monthly basis & analysing the events & maintaining it as consolidated list.
- Monitor and follow the technical checklists received from each operator.
- Prepares regular summary reports for the airline with details of the technical services provided.
- Preparing the senior management presentation for each month & sending it to P&W.
- Tracking the new engines which are not available or missing in TRAC, by contacting OEM's.
- Coordinates with airlines/flight operations to provide inputs on flight delays (on technical grounds) and coordinates with the team to ensure smooth operations.

- Finds requirements for equipment replacement and support and coordinates with concerned sections (workshop etc.) to ensure timely completion of activities.
- Liaises with various sections of the operators to ensure adherence to policies and guidelines during an emergency/accident situation.
- UTC-ACE (Achieving competitive Excellence) quality Tool pilot (such as problem solving, decision making, for ACS to plan, execute, control and monitoring for continuous process improvement.

### **3. Hindustan Aeronautics Limited (HAL), Bengaluru, India.**

**Designation:** Quality Control Inspector **Duration:** September 2010 – November 2012

#### **Job responsibilities in HAL:**

- Under the guidance of DGM (QA), Inspection of General Machined Components, CNC Components, Sheet Metal Components and Preparing Inspection plans as per drawings.
- To make FAI Reports For first off Parts.
- Handling of measuring instruments and gauges like Vernier calliper, Micrometre, profile projector, bore gauges, sine bar, bevel protector, height gauges, slip gauges, thread plug gauges, thread ring gauges, plain plug gauges.
- Offering of finishing parts to Chief Residential Inspector (CRI) with relevant documents.
- Handling of production queries reworks snags, PDO, Design queries, Design Clarifications.

#### **PERSONAL PROFILE**

Date of Birth	:	06th Dec 1991
Marital Status	:	Married
Languages	:	English, Kannada, Telugu, Hindi & Malayalam
Passport No	:	S5269119
Passport Expiry Date	:	03rd Sep 2028
Visa Status	:	Valid work visa up to 16th Nov 2023

**Date:**  
**Place:** Bahrain

Yours Faithfully  
**Nagashree Harish**