

## Saurabh Ramesh Urunkar

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: +91-9354782593

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### CAREER OBJECTIVES:

Seeking to obtain a job that will challenge and allow me to use educational skills and past experience in a way that will be mutually beneficial to both and also for future growth and advancement.

### SKILLS:

- Ability to work in a highly structured environment and a quick learner.
- Strong communication and interpersonal skills.
- Ability to work without immediate supervision whilst displaying both initiative and flexibility.
- Ability to coordinate multi-tasks simultaneously.
- Highly organized with a team player attitude.
- Attention to detail with good judgement skills.
- Ability to communicate and coordinate with people from various cultures.
- Ability to make sound decisions under time pressure
- Basic computer skills: Good with MS Word, Excel and PowerPoint.

### EXPERIENCE:

#### 1. Aerotech FMS Pvt. Ltd.

Designation: Flight Operations Executive

Location: New Delhi

Duration: March 2021-Present

Work experience:

- Coordinated Third Party Logistics (3PL) to meet the time-sensitive demands of emergency organ and recipient.  
Filed flight plans for specials trips and on demand charters.
- Effectively planned for adverse weather conditions, maintenance scheduling and crew resources in development of effective and safe operational planning initiatives.
- Responsible for dispatch release and flight monitoring operations.
- Getting FIC/ADC for proposed flight from concerned agencies
- Coordination with Ground handling agency for flight operation.

- Preparation of flight plans through PPS, ARINC direct applications Coordinated with DGCA/Civil Aviation Department/Local ATC & Tower/Air HQ & NAVEL HQ (AOR & NOR).
- Coordination for slot approvals Domestic & international operation
- Monitoring the weather of departure, destinations & alternate Airport for Smooth operation.

## **2. Extramarks Education Pvt. Ltd.**

Designation: Area Sales Manager

Location: Mumbai

Duration: September 2020 - March 2021

Work experience:

- Making the proposition to the management/ concerned department
- Approaching schools
- Arranging for demonstrations
- Handling all the documentation work until completion (signing up the contracts)
- Maintaining and reporting the schools' status on daily basis
- Pre and Post visit reporting to the lined manager
- Assigned Schools data collation
- Maintain strong After Sale Relations with the customers
- Schools Profiling (All pertinent information about the school)

## **3. Digital Native Pvt. Ltd.**

Designation: Business Development Intern

Location: Thane

Duration: January 2020 - September 2020

Work experience:

- Reviewing and drafting of contract work order, change orders etc. where needed with support of lawyers
- Generate and manage reports to monitor contract compliance including tool-based tracking of risks and issues
- Liaise with client personal if directed by the Commercial Contract Managers

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| <b>LICENSES:</b> |
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- **Indian Radio Telephony (RTR) Aero-mobile License, Issued by DGCA, 2021**
- **FAA Flight Dispatcher License (Boeing737-800), Issued by FAA, 2017**

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| <b>EDUCATION:</b> |
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**1. Pursuing B.Sc. – Biology, Zoology, Present**

**2. Avel Flight School, West Chicago, IL, USA – 601, 2017**

- Flight Dispatcher, Federal Aviation Administration & Certified to Dispatch Boeing 737-800.
- Coursework in Aircraft Dispatching, Weight and Balance, Theory, Weather Reports, FAR and CFR, Problem Solving in case of an emergency, MEL, ETOPS.

**3. Skyline Aviation Club, Borivali West, Mumbai, MH, India, 2016**

- Radio Telephony & Flight Dispatcher.
- Aero-mobile theory course
- Coursework in Air Traffic Procedures-Radar and Non-Radar, Weather Reports, Phraseology, Radar Vectors, Remote Pilot Operation.
- FAA written test.

**4. Peoples' Education College of Science, 2011**

H.S.C (Science)

**5. Shreerang Vidyalaya, 2009**

S.S.C

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| <b>CERTIFICATIONS:</b> |
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- FAA Flight Dispatcher  
Issued: September 2017
- Combating Human Trafficking, Airport Council International  
Issued: April 2020
- Hold Short for Runway Safety Federal Aviation Administration  
Issued: April 2020
- Line up and Wait  
Federal Aviation Administration  
Issued: April 2020

- Critical Thinking For Better Judgement and Decision-Making  
Issued: August 2020

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| <b>PERSONAL DETAILS:</b> |
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- Date of Birth: 21st March 1993
- Permanent Address: 002, A-wing, Shreeji Krupa, Swami Narayan Society, Khopat, Thane (West), 400601
- Languages Known: English, Hindi and Marathi
- Personal interests and achievements:
  - Holds First Degree Black Belt in Martial Arts Karate.
  - Secured third position in State Level Karate Championship (2007)
  - Secured Second position in State Level Karate Championship (2008)
  - Completed Grade IV examination with Tabla (Indian Classical Musical Instrument) certification conducted by 'Gandharva Vidyapeeth'
  - Completed Grade III examination in playing Keyboard (Musical Instrument) conducted by 'Gandharva Vidyapeeth'

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| <b>REFERENCES:</b> |
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- Captain A D Manek  
Founder, Managing Trustee and Chief Advisor of The Skyline Aviation Club, Mumbai,  
Instructor for Disaster Management Unit, Mantralaya, Government of Maharashtra.  
Email: [skylineaviationclub@yahoo.com](mailto:skylineaviationclub@yahoo.com) Contact: +91-9820891262
- Mr. Prashant Elangovan  
Chief Flight Instructor, Dispatcher, Avel Flight School Chennai India and Chicago, USA  
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