



NO IMAGE  
AVAILABLE

# NEHA RATHI

Age: 0 Years | Experience: 10 Years



8116627036



neharathiee@gmail.com

Dynamic, versatile and performance driven Military officer with 10 years of military leadership including wide experience in conceptualizing, planning and managing projects across the country. Ardent learner who has spearheaded a cross functional team of skilled professionals in technical and logistical domain. Human resource manager who has displayed team leadership and problem solving skills throughout her engagement. Rich experience includes varied exposure in Strategic Mission Planning and Resource allocation, Helicopter Maintenance and Operations Management, Project Management, Resource Management, Employee Life Cycle Management and Leadership.

## OPERATIONS MANAGEMENT

- Senior management leader, known for collaborating with cross-functional teams (150+ workforce) to drive solution development processes, coordinated with top leadership, cross functional departments, Regulatory authorities, international teams and stakeholders for smooth day to day operations.
- Received a medal for leading flying operations with a team of 20 people and maintaining incident-free efficiency and continuity for 150+ days at THOISE (transit halt area) as part of the ongoing Operation Meghdoot
- Organised daily flying schedules along with managing O&M of 14 helicopters as one of the few woman officers in the high-risk area of Siachen Glacier (altitude ~20,000 feet). Achieved the highest serviceability record of 80% enabling 250+ hrs of incident free flying
- Carried out quarterly and half-yearly maintenance safety audits for entire station including hangars, labs and stores, Employed analytical and quality control skills to identify areas of improvement by undertaking process improvement initiatives for drafting SOPs, procedures and guidelines resulting in process optimization
- Performed periodic quality audits of all maintenance related activities of the squadron and deciphered the bottleneck processes and anomalies from the reports prepared and implemented the rectification process
- Handled various projects across India by employing office productivity tools and visualization tools to increase productivity and for better transparency
- Directed day-to-day operations by spearheading implementation of short-term and long-term strategies to achieve business plan and profitability goals.
- Streamlined operations to consistently deliver on targets.



## EDUCATION

- B.Tech, Electrical engineering ( )
- M tech, aeronautical engineering (Vishweswarya Technical University, Bangalore) 14th Jan 2014 -15th Dec 2015
- Executive course in Global supply chain and logistics management, supply chain (IIFT , Delhi) 20th Mar 2023



## CERTIFICATE

- Lean six sigma(Green Belt)
- CSM
- CSPO



## ACHIEVEMENT

- Commended by Commander in Chief



## KEY SKILLS

- Project Management
- Operations Management
- Human Resource Management
- General Administration
- Supply Chain Management
- Cross Functional Coordination

- Developed and shared best practices across company to align with objectives and quality standards.
- Trained and mentored high-performing team through regular performance reviews, individual feedback and professional coaching.

## SENIOR TECHNICAL OFFICER

- Incorporated complete digital transformation of documentation of aircraft, missile systems, Nav aids in one of the biggest bases of IAF in collaboration with M/s Wipro. Trained 2000+ personnel in Electronic Maintenance Management System.
- Headed Maintenance Control Centre with a team of 50+ personnel responding to Immediate, Short Term Maintenance Requirements, Medium Term Maintenance needs and Long Term checks
- Communicated effectively with all key stakeholders, including project teams, internal clients and external parties.
- Supervised implementation project designed to improve system productivity.
- Handled Maintenance Program ensuring full fulfillment of all maintenance requirements to ensure the fleet remains fully operations
- Performed Out of Phase Maintenance including Trouble Shooting & Defect Rectification
- Ensured effective optimization for maintenance decisions for schedule changes to resolve conflicts between maintenance and daily operations schedule.
- Ensured Availability of aircraft to meet the schedule and coordinated with base repair depot while carrying out all necessary activities to expedite the return of the aircraft to service(AOG)
- Provided Outstation Coordination and Support to visiting aircrafts while addressing technical problems posed in operations
- Trained and supervised technical volunteers about projects projects to pass on skills needed to perform assigned tasks.
- Reviewed information from projects and suggested improvements.
- Coordinated tasks with business and technology units to meet delivery schedules and milestones.

## HUMAN RESOURCE MANAGEMENT

- Developed and motivated team members, ensuring skill development and career growth; managed welfare matters and grievance counselling, handled performance appraisals, and helped resolve HR issues
- Responsible for assessment of personnel on their performance, welfare management, rewards and appreciation

- Supervised employee grievances redressal, leave management, discipline, counselling, and conflict resolution
- Provided support to Wipro's team and led Train the Trainer program, enabling training of 1250 employees over 3 years along 12 verticals with weekly feedback from peers and managers

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