

NEHA RATHI (SQN LDR) | PROJECT MANAGEMENT LEADERSHIP

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Project Planning & Execution | Product Management | Risk Management | Certified Scrum Master |

Certified Scrum Product Owner

Operations Management | Data Analysis | Vendor Management | Consulting

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.

Adept at planning and executing high-value project management roadmaps, focusing on result oriented aviation operations, risk mitigation and process efficiency, with skills in removing constraints, substantial cost & resource saving.

Experience of 10 years in the Indian Air Force, with expertise in building capable teams while imparting technical training and maintaining strong stakeholder relationships with government entities, civil authorities, and OEM.

KEY SKILLS

Resource Management | Project Budgeting, Forecasting and Delivery | Process Improvement | Supply Chain Management | Change Management | Problem-solving | Team Management & Training | Stakeholder Management | Government Liaison | Compliance

Awards: Commendation from the commander-in-chief for exceptional professional contribution to project management, swift adaption to the fighter aircraft tech environment and operations in 2020

PROFESSIONAL EXPERIENCE

INDIAN AIR FORCE, India

2014 – 2024

Senior Maintenance Officer - Preventive Maintenance Servicing

2022 – 2024

Devise and direct project plans for preventive maintenance of Russian helicopters with a team of 170 people, resulting in **200+** flying hours **with 70% serviceability**. Improve service delivery and operations agility through advance planning for demand under various heads, sourcing and procurement and resource allocation. Coordinate with the logistics team to enable timely and correct delivery of all items.

- **Enabled** set-up of an in-house team of specialists and creation of SOPs to implement the 200-hour check which eliminated obstacles in execution of the **10-year life extension** checks project, scheduled for 2022 thus saving more than **4.5 crores**
- **Reduced** down time of aircraft by **20%** by **resolving the issue** of incorrect data in e-MMS by meticulously purifying data for **10 aircraft (700 components in each aircraft)**; compared data in the system with written records and rectified errors
- **Planned and executed** a **relocation project** within the base, involving refurbishment of the new complex and scheduling for phased movement of people, aircraft, support equipment, and maintenance assets

Senior Administrator – e-MMS Implementation

2019 – 2022

Collaborated with **Wipro** for **e-MMS (Electronic Maintenance Management System)** project implementation, resulting in the IAF's digital transformation.

- **Streamlined key processes** and improved quality control management across the base by leading maintenance safety audits every quarter, identifying gaps and recommending corrective actions
 - ❖ **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
 - ❖ **Designed & Developed** content with Wipro experts, compiled FAQ thread for a **period of 02 years** during roll out phase while demonstrating practical application usage as per rank and area of expertise

- ❖ **Developed** SOPs from scratch for e-MMS and **accelerated adoption** by setting up a trained helpdesk team

Senior Manager – Project Management, Technical Operations & Maintenance

2017 – 2019

Spearheaded projects, operations, SCM, procurement, and engineering management to **optimise availability** of technical assets including **85 aircrafts, missiles, ground vehicles**, and related equipment with a team of **55 people**. Managed administrative matters and streamlined **OEM (HAL)** processes as second-in-command to the Chief Engineer.

- **Increased** availability of assets **by 5% over 2 years** by leveraging data analysis skills and technical expertise (reliability studies & defect analysis) to create a highly optimised servicing philosophy
- **Handled advance planning**, complex liaisons with multiple stakeholders and coordination with senior leaders in the French Air and Space Force and Royal Air Force of Oman, to execute infrastructure management (toll room set up, refuelling, rest rooms, briefing rooms) and technology customisation projects while **facilitating international bilateral air exercises**
- **Fulfilled O&M** requirements of fighter aircraft by ensuring timely availability of spares, fuel and equipment through the internal logistics team and **improving processes** for troubleshooting and defect rectification; organised **procurement of additional fuel** to meet critical needs by managing the relationship with IOCL

Manager – Operations and Project Management, Administration and HR

Jan 2014 – Jan 2017

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

- **Optimised readiness** and delivered seamless supply chain and logistics support to **2,500+ army troops** at the border by dealing effectively **with the OEM** and providing leadership and training to **200+ team members**
- **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**
- **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
- **Mobilised resources** and prepared aircraft in **less than 30 minutes** while leading the **emergency response plan**; provided life-saving supplies and organised evacuations with the Indian Army in a counter-insurgency area
- **Strengthened security measures** for assets and people in coordination with national intelligence agencies

EDUCATION

Executive Course in Global Supply Chain and Logistics Management | Indian Institute of Foreign Trade, India, 2023

Diploma in Supply Chain Management | Narsee Monjee Institute of Management Studies (NMIMS), India, 2022

Post-graduate Diploma in Aeronautical Engineering | Visvesvaraya Technological University, 2015

Bachelor of Technology – Electrical Engineering | Govind Ballabh Pant University of Agriculture & Technology, 2013

CERTIFICATIONS

Professional Certifications: Lean Six Sigma Green Belt, KPMG | CSM and CSPO, Scrum Alliance | Foundation course in Yoga and wellness by Morarji Desai National Institute of Yoga | PMP- Pursuing

PERSONAL

Date of Birth: July 1, 1991 | **Languages:** English and Hindi | **Address:** House no. 1229, Sector 8, Faridabad

Interests: outdoor games, yoga, basketball, badminton