

## Sona Thomas

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sonathomas209@gmail.com



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## OBJECTIVE

Seeking a position in your Company / Organization where my potential can be utilized for the betterment of the concern.

## CAREER ACHIEVEMENTS

- Sep 2021 – Till the date : **Secretary to Resident Editor [Coordinator(MIS)]**  
(In a leave vacancy) ,The New Indian Express,  
Express Building, Kaloor, Ernakulam
- April 2021- Aug 2021 : **Students counselor**, Ace study overseas, Ernakulam
- Aug 2019 –Sep 2020 : **Sr.Executive (Admin &InfraDepartment)**,Muthoottu  
Mini Financiers, Corporate Office,  
Muthoottu Royal Towers, Kaloor, Kochi
- Sep 2017 –Apr 2019 : **Purchase Manager cum Secretary to Managing Director**,  
Lolat Al Bustan Building Contracting L.L.C,Ajman,  
UAE
- Dec 2012- June 2014 : **Sales executive[worked in SAP module SD (Sales and  
Distribution)]**, R.A.K CERAMICS, Ras Al Khaimah,  
UAE
- June2012–Dec2012 : **HRExecutive**,LODESTAR CONSULTANTS,  
&SERVICES In Ernakulum, Kerala

⇒ **Total Experience** : 5 Years 6 Months

## ACADEMIC ACHIEVEMENT

- Successfully completed the certification course **FINANCIAL ACCOUNTING PACKAGE** From **Hamlet.com Computer Academy**, Varapuzha, Cochin
- Successfully completed the certification course **SAP(System Application and Products in data processing)** in stream **MM(Material Management)** from **Dallas Technologies**, Bangalore

- Successfully completed three years full time **AME(Aircraft Maintenance Engineering)** course Approved by the **Director General of Civil Aviation, Government of India**, after having passed all the subjects in the semester examinations from **Sha-Shib Aviation Academy, Cochin**
- Passed **Higher Secondary Examination(12<sup>th</sup>)** in year 2008 from **St. Joseph's H.S.S, Kunammavu, Cochin**
- Passed **S.S.L.C(10<sup>th</sup>)** in year 2006 from **St. Joseph's H.S.S, Kunammavu, Cochin**

### **AVIATION ACHIVEMENT (Technical Experience)**

- Specially trained on following Aircraft and Engine at **Sha-shib Aviation Academy Cochin**
- Practical training **LIARJET25B, CESSNA150** aircrafts
- Assembling and Ground run experience **CESSNA 150 & LEARJET25B**
- Practical training on various systems fitted on **LEARJET25B** fitted with **GECJ610-6** Engines.
- Practical training on maintenance of **CESSNA150** Aircraft fitted with **Lycoming (C90 8F)** Engine
- Successfully undergone **AME on Job Training** on following Engines from **10<sup>th</sup> Oct 2011 to 9<sup>th</sup> April 2012** in **Varman Aviation PVT.LTD, Bangalore**
- Overhaul of **Pratt and Whitney PT6A, 21, 27 & 42** turboprop engines.
- **Lycoming & continental series drive piston engine**

### **ABILITIES AND SKILLS**

- Commitment to teamwork
- Leadership qualities and strong co-ordination skill
- Ability to grasp
- Good communication skill
- Determination and innovation
- Adapt to new environs and work concept with relative ease
- Completed basic computing knowledge and acquainted with internet
- **C++, C, HTML**
- **Microsoft windows operating system and Microsoft office tools**

## **PERSONALDETAILS**

- FATHER'S NAME : P.J Thomas
- DATE OF BIRTH : 30<sup>th</sup> October 1990
- NATIONALITY : Indian
- GENDER : Female
- MARITAL STATUS : MARRIED
- PASSPORT : Holder of Indian Passport (M 4228579)
- LANGUAGES KNOWN : English ,Malayalam,Tamil,Hindi
- PERMANENT ADDRESS : Sona Thomas,Nadumuttath House,  
Chirakkakam, Varapuzha P.O,  
ErnakulamDist, Kerala-683517

## **DECLARATION**

I hereby declare that the above mentioned details are true to the best of my knowledge. Am also ready to submit all the required documents for verification when required

Yours faithfully,

**Sona Thomas**



