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Main Objective

An experienced individual looking for an opportunity for further improvement of oneself knowledge and abilities to contribute to the growth and success of the company.

KEITH AARNE B. SENA

Experience

AIRCRAFT CLEANING SUPERVISOR

Dota Aero Aviation Services Inc.

January 2019 - Present

Overview

Ensuring all statutory and company regulation and standards relating to the cleaning of aircraft components are complied with and adhered to, that the work undertaken by the Cleaning Organization is carried out in accordance with the approved and acceptable standards and monitors the quality of work in Aircraft Cleaning Operation and Airline Catering Warehouse wherein to achieve the safety standards and gain the satisfactory of our clients.

Key Responsibilities

- Has the authority to conduct inspection of aircraft component, tools and equipment, facilities and aircraft manuals to ensure quality, safety and regulatory standards.
- Has the authority to monitor and evaluate performance of the employee within the Cleaning Department.
- Assist the Customer Airlines during conduct of their audit/inspection of the Aircraft Cleaning Operation.
- Attends meeting with the Customer Airlines for the daily aircraft cleaning workload and performance.
- Reviews and recommends necessary amendments on the current policies, procedures and assists in their implementation.
- Responsible for monitoring the Cleaning Monitoring Systems.
- Performs Regional Station visit to assess and evaluate its capability to provide the contracted services.
- Gathers necessary data for the preparation of the Cleaning Operation performance matrix for submission to Manager providing a daily / weekly report regarding to the Cleaning Operation.
- Ensures that the Accountable Manager is kept properly informed on cleaning operations and compliance matters.
- Perform other duties that the Accountable Manager may assign.

AIRCRAFT CLEANING INSPECTOR

Dota Aero Aviation Services Inc.

February 2018 - January 2019

Overview

Ensuring that the tasks being performed in the aircraft during cleaning operation are in compliance with the applicable company's maintenance program.

Key Responsibilities

- Performs Aircraft documentation and Spot Checks in order to ensure compliance in accordance with established procedures.
- Observed deviation from standard or unsafe condition or hazards in and around the work area.
- Coordinates with regional Cleaning station whenever there are issues with regards to Cleaning Operations.
- Assists Aircraft Cleaners on the aircraft cleaning operation.
- Observe work procedure and inspect completed work to ensure adherence to efficiency and safety standards and quality of work.
- Ensures that aircraft is thoroughly cleaned base on the Aircraft Procedure.
- Inspects internal and external components regarding in Cleaning Operation.
- Ensures that the materials, tools and equipment are available prior internal and external cleaning of the aircraft.

AIRCRAFT CLEANER

Dota Aero Aviation Services Inc.

December 2016 – May 2018

Overview

Responsible in performing for cleaning the interior and exterior of aircraft and Shall perform detailed Aircraft Cleaning and used the proper tool and equipment based on the task given.

Key Responsibilities

- Has the authority to perform internal and external aircraft cleaning.

Education

Tertiary

Bachelor of Science in Aircraft Maintenance Technology

PATTS College of Aeronautics

2011-2016

Secondary

Marinduque Midwest College

2007-2011

Primary

Filipino American School Town

2006-2007

Skills

Language: Proficient in both oral and written English and Filipino

Computer Literacy: Professional knowledge in MS Word, MS PowerPoint, MS Excel, Email and Mobile Applications

Main Skills: Root-Cause Analysis, Investigation, Process Analysis, Attention Detailed, Negotiating, Good people skills, Analytical and Methodical, Formulating Strategies base on Engineering principles.

Training

Basic Aircraft Familiarization

Dota Aero Services Inc.

13 October 2018

Hazardous Materials

Dota Aero Services Inc.

10 November 2020

Disinfection Proper Donning & Doffing PPE

Dota Aero Services Inc.

07 March 2020

Human Factors and Error Management

Dota Aero Services Inc.

11 October 2018

Philippine Civil Aviation Regulation Familiarization

Dota Aero Services Inc.

08 January 2021

Safety and Security Awareness

Dota Aero Services Inc.

10 February 2016

Safety Management System

Dota Aero Services Inc.
18 January 2021

Aircraft Cleaning Manual

Dota Aero Services Inc.
19 January 2021

Airswift Maintenance Control Manual

Dota Aero Services Inc.
29 January 2020

Cebu Pacific Maintenance Control Manual

Dota Aero Services Inc.
23 August 2018

CebGo Maintenance Control Manual

Dota Aero Services Inc.
23 August 2018

ATR 42, 72 – 500 and 42, 72 – 600 Differential Course Training

Dota Aero Services Inc.
17-19 March 2021

Airbus A330 General Familiarization

Dota Aero Services Inc.
13 October 2018

Airbus A320 General Familiarization

Dota Aero Services Inc.
13 October 2018

References

Christian Antolin M. Mijares

General Manager
Dota Aero Services Inc.
09159448797

Alvin P. Gutierrez

Quality Assurance Engineer
Dota Aero Services Inc.
09066646600

Personal Profile

Birthdate: 31 Dec 1994

Gender: Male

Nationality: Filipino



Keith Aarne B. Sena