

Sr No.	Name	Date of birth	Qualification	Experience	Current Designation	Brief	Cell	Email
Admin								
a	Jiji Kumari	Dec 12, 1981	B Sc, PDG in Computer Applications	14 years	Assistant Manager - Properties	Handling airport lease rentals, evaluate space requirement, liaisoning with airport managers, optimise space approval, design space requirement etc,	9819522959	jiignair@gmail.com
b	Rahul R. Tripathi	Nov 07, 1987	MBA, BE and Diploma (ExTc)	6 years	Executive - Properties	Obtaining vendor rates, maintaining stocks, purchase of stationery, monitoring housekeeping activities, travel management, monitoring security activity, handling petty cash etc.	9768218118	RahulRtripathi87@gmail.com
c	Sneha Prashant Shinde		BA		Senior Administration Assistant	CPA report, Prepare ERF/CRF, administrative functions, staff transport and related activities, expat accomodation etc.	9820248690	kshinde1974@gmail.com
Network Planning								
d	Sujatha Gupta		Diploma in Software Engineering, B Com	18 years	Administrative Coordinator - Network Planning	Managed administrative functions, Annual budget, Monitoring the expenses & preparing reports, Filing application and liaising with Airport Authorities & DGCA for Domestic/International amendments and seasonal schedule approvals, Worked with Charter's team for planning, sending quote & liaising with charter parties.	9930393482 / 7977106159	sujathag967@gmail.com
e	Archana Dhure	Sep 7, 1981	MBA Finance, CA Inter, B Com	20 years	Senior Analyst - Network Planning	Block time review and regularisation, code share management, bilateral regulations, station set up, MIS reporting	+919867344112	aaruchin786@gmail.com
f	SANDESH RAMCHANDRA SHIGVAN	April 22, 1994	B Com	6 years	Assiatant - Network Planning & Alliances	Maintain invoices/forms relating to staff travel & other activities, Handling of outdoor activities i.e. dispatching important documents to Airport, Bank & legal related activities for charter team, updating leave chart of the department, keeping track of staff medical entitlements, manage daily administrative functions like printing, faxing, scanning & submission of documents for approval, tracking stationary requirements for the department	+91 8286454140 / 9664826322	Shigvansandesht11@gmail.com
Information Technology								
g	Sanjay Manohar Korgaonkar		M Sc Electronics	5 years	Supervisor - Information Technology	Information Technology related functions, Prepare ERF, CRF, Maintain AMC record, Incident and Vendor management of IT data etc.	9820248689	skorgaonkar11@gmail.com
Secretary								
h	Asawari Rane			25 years	EA to Chief Strategy Officer	Scheduling appointments and meetings with the lenders and sharing MOM (Minutes of Meeting) as required, Manage email correspondence, handling commercially important clients and coordinating with the internal teams to ensure that the requests for VVIP members are met with due diligence, Analysing budget for the department, Handling end to end travel requirements for CSO right from confirmation of ticket, travel insurance, forex and issuance of visa.	+ 91 9820 944 788	asawarirane966@gmail.com