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**Objectives:**

To impart what I have learned in my studies and further enhance my knowledge and to perform my duties and responsibilities with profound enthusiasm, efficiency and professionalism.

**WORK EXPERIENCE:**

**Crewing Executive**

Neyah Ship Management DMCC formerly Varada Ship Management DMCC

UAE

December 2014 - Present

Duties and Responsibilities:

* Supervising Sourcing, shortlisting, interviewing and finalizing crew as per vessel requirements with our Manning offices Ukraine, Singapore, Nigeria, Brazil, India and Philippines.
* Monitoring records, experience and certifications, salary matrix, medical reports, appraisals, reviewing contracts etc.of all crew.
* Preparing Daily Operation Report for Crew line up
* Managing contracts of crewing agencies.
* Maintaining evaluations of crew members after each vessel delivery.
* Planning and monitoring crew availability for upcoming vessels.
* Sourcing and finalizing crew manning agencies.
* Maintaining database for block listed crew.
* Handle crew sign in/off, contracts and other crew requirements.
* Experienced dealing with different crew nationalities and ranks

**Operato**r

Magnolia Restaurant Management LLC

April 2014 – November 2014

DUTIES AND RESPONSIBILITIES:

* Answers incoming calls.
* Places outgoing calls.
* Provides information about Restaurants new promotions to guests/customer.
* Understand the telephone operator board or PBX switchboard operations.
* Knows what action to take when an emergency call is required.
* Monitors automated systems including fire alarms and telephone equipment when engineering and maintenance department is closed.
* Assists in reporting telephone equipment or service complaints and problems.
* Trains or assists with training new telephone operators in performance of job duties.
* To be fully aware of and adhere of health and safety, fire and bomb threat procedures.
* Multitasking abilities will always come in handy, because a switchboard operator may be asked to do other jobs as well.
* Must be polite and courteous while answering the phone.
* Keep records of calls placed and received by all departments and recording the call charges.
* Following telephone etiquette.

**Technical Support Representative**

December 2013 – Feb 2014

Duties and Responsibilities:

* Troubleshooting system and network problems and diagnosing and solving hardware or software issues over the phone.
* Monitoring and maintaining computer systems and networks.
* Proving support, including procedural documentation and relevant reports.
* Helping clients in setting up new devices, new user’s account profile and dealing with password issues.
* Responding within agreed time limits to call-outs.
* Conversing the clients through a series of actions, either email or over the telephone to help set up the systems and resolving issues.
* Working continuously on a task until completion.
* Prioritizing and managing many open cases at one time.

**Crew Manager**

Status Maritime Corporation

**August 2010 – August 2013**

Duties and Responsibilities:

* Over all responsible for checking of all required seamans documents
* Responsible for updating/checking validity of Seafarers documents.
* Overall in charge in communicating with the ships agent.
* Overall in charge for arranging crew flight schedule and requesting OK TO BOARD /LETTER OF GUARANTEE
* Responsible for assisting Status Greece for all documents needed prior to departure schedule of a Seafarer.
* Checking and updating 201 file of each crew
* Overall in charge with the preparation of documents for internal an external audit

**Asst. Crew Manager/Personnel Assistant**

Trans-Global Maritime Agency

March 2009 – May 2010

Duties and Responsibilities:

* Deal with incoming/outgoing messages from various agents
* Preparing Daily Operation Report for Crew line up
* Preparing Monthly Crew list On board for each client/principal
* Monitors documentation/processing procedure for departing crew
* Updating Owner for developments with regards Crew Planning/crew requirements
* Conducting a briefing for seafarers which is scheduled to depart
* Conducting debriefing for seafarers which regards to his appraisal report.

**Recruitment and Training Officer**

Trans-Global Maritime Agency

July 2008 – Feb 2009

Duties and Responsibilities:

* To Recruit for LPG / CHEMICAL / PRODUCT/ BULK / CONTAINER and provide suitable/qualified candidates
* To conduct screening and Testing of applicants
* To assist Officers and Ratings for required trainings

**HEAD OJT Training Dept.**

Pacific Ocean Manning Inc.

April 2007 – February 2008

Duties and Responsibilities:

* Ensures all seafarers who undergone an in house training secures a Training Certificate at the end of the training.
* Check/Update all training records
* Preparing the materials used in Pre Departure Orientation Seminar
* Assist seaman for computer based exam.
* Encoding attendance records
* Other duties as instructed by the Training Manager

**Personal Details:**

Age: 30

Date of Birth: 24 Nov 1985

Civil Status: Single