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| New_logo.gifWhats app Mobile:+971504753686 Gulfjobseeker.com CV No:1573914E-mail: gulfjobseeker@gmail.com |
| **Date of Birth**: 13th January,1992 |
| **Summary** |
| * Seeking a position that will utilize my fullest potential, that will give me opportunities to enhance my personality and career growth. Also I intend to build a career with corporate environment with committed & dedicated people, which will help me to know and explore myself so as to realise my potential. Willing to perform as a key player in any challenging & creative environment.
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| **Highlights:** |
| * Analytical skills, Creative thinking, Leadership
* Ability to work consciously under pressure
* Excellent communication skills
* Self Confidence
* Enthusiastic and knowledge-hungry learner
* Communication Skill- English, Hindi, Marathi (both oral and written)
* Computer Knowledge - Microsoft Office (Word and Excel), Internet Explorer
* Mailing System- MS Outlook
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**ACADEMIC DETAILS:-**

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| **Institute** | * **St. Xaviers College, CST Fort**
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| **Graduation****B.com** | **University** | **Year** |
| **Mumbai University, Maharashtra** | **2012** |
| **College** | * **St. Xaviers Junior College, Bhandup**
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| **H.S.C** | **Board** | **Year** |
| **Maharashtra** | 2009 |

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| **High School** | * **ST. Joseph’s High School, Vikhroli**
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| **S.S.C** | **Board** | **Year** |
| **Maharashtra** | 2007 |

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| **Work Experience** |
| * **Anglo Eastern Ship Management (India) Private Limited as a Fleet Personel Assistant (Working since April 2013)**
1. Report to manager in charge in all matters related to officers / ratings processing, placement, Mandatory training courses.
2. Preparing contract papers of seafarers.
3. Maintain direct contact with officers / ratings / Supernumerary lined up to join the group of vessels assigned.
4. Working in Crew system for maintaining employee database.
5. Process documentation for relevant flag state, proof of application.
6. Applying Officers Visa and License Paper.
7. Maintain updated crew list on crew systems.
8. Coordinating with Ship Agents on day to day basis for the Vessel Schedule.
9. To keep the expiry list, vessel schedule, safe manning check and overdue list.
10. Knowledge of applying various flag license such as Panama / Marshall Islands /Liberian

and Hong Kong.1. Booking of Tickets in the absence of my Fleet Personnel Executive.
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| **Work Experience** |
| * **Anglo Eastern Ship Management (India) Private Limited as a Jr Fleet Personel Assistant (April 2012 – March 2013)**
	1. Preparing letters
	2. Maintaining records
	3. Checking files
	4. Attending Calls
	5. Power Point Presentation
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| **Work Experience** |
| * **Birla Sun Life Insurance as a Data Entry Executive (1 month)**
	1. Maintaining Records
	2. Filing and maintaining company data
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