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| **First Name of Application CV No 1637190**Whatsapp Mobile: +971504753686 New_logo.gifTo get contact details of this candidate Purchase our CV Database Access on this link.<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>  |  |
| *Nationality* | *: India* |  |
| *Date of Birth* | *: April 1, 1985* |  |
| *Gender* | *: Male* |  |
| *Languages* | *: English / Hindi* |  |
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**Career Objective**

*My personal goal is to explore new grounds of work consistently and my objective is to develop myself into an individual with a broad perspective.*

*My extrovert and enthusiastic nature towards public relations has allowed me to comfortably work in a multicultural environment*

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**ACADEMIC & PROFESSIONAL QUALIFICATIONS**

***Master of Business Administration (information technology)-2012***

*Eastern institute for integrated learning in management. (EIILM) University, Sikkim, India*

***Certificate IV in financial services – 2012***

*International institute of business and information technology, Sydney, Australia.*

***Advance Diploma of business management – 2010***

*International institute of business and information technology, Sydney, Australia.*

***Diploma of business management – 2010***

*International institute of business and information technology, Sydney, Australia.*

***Certificate IV,III,II in Business – 2008-2010***

*International institute of business and information technology, Sydney, Australia.*

***Bachelor of Commerce (Honours) (ACCOUNTING & TAXATION) -2006***

*Osmania University, Hyderabad, India*



**PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS**

**Operations Executive at** **AR SHIPPING**

*September 2013 - Present (2 years 6 months)*

* *Arranging pre- arrival documents and Coordination for shipping agency operations, husbandry activities at Fujairah, Khorfakkan, Port Khalid, Hamriyah, Port Rashid, Dubai Dry Dock, DMC, Jebel Ali.*
* *Vessel’s owners, operators, charterers, receiver, surveyors, technical managers and master for ships movement calling for cargo operations & offshore husbandry services*
* *Local suppliers for stores, bunker, lubes, freshwater, slop collections, husbandry services and so on for smooth and timely delivery.*
* *Arranging gate pass/ equipment hire at all ports (Khorfakkan, Sharjah, Fujairah & Port Rashid)*
* *Collection of crew documents for sign-on/ off for seaman visa processing through PRO*
* *Arrangements for Air ticketing (crew / office staff)*
* *Sending LPO to travel office for tickets issued*
* *Assisting our operations Manager in agency/operations matters whenever required.*
* *Obtaining EHS permission for bunkering at port Rashid for our service boat ARS SAARA*
* *Supporting Transport supervisor for sending details to agents for gate pass / equipment for fender transportation.*
* *Updating / amending terminal system based on internal system information.*
* *Ensure appropriate coordination between Ship Managers/Owners in different locations and provide appropriate support to facilitate operations.*
* *Gained exposure in shipping operations.*

**Catering Assistant at** **Chandler Macleod Group**

*November 2010 - August 2012 (1 year 10 months)*

*As a Catering assistant, you would do basic food preparation, make sure that chefs have everything they need and would follow strict hygiene, health and safety rules. Skills developed while working;- energy and enthusiasm a flexible approach to work the ability to carry out tasks quickly and competently a strong interest in food the ability to follow instructions good spoken communication skills the ability to use your initiative and work in a team.*

**Technical Support Representative at** **Royal Enterprises**

*September 2006 - June 2008 (1 year 10 months)*

*Interact with customers to provide and process information in response to inquiries, concerns, and requests about products and services o Gather customer’s information and determine the issue by evaluating and analyzing the symptoms o Research required information using available resources o Follow standard processes and procedures o Identify and escalate priority issues per Client specifications o Organize ideas and communicate oral messages appropriate to listeners and situations o Follow up and make scheduled call backs to customers where necessary.*

**SKILL & EXPERTISE:**

*Microsoft Office Outlook, Windows 7, Windows 8.1*

*Shipping Agency Communication, Customer Service, Business Development Management, Procurement, Leadership*

