# Jeen

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**Post applied for: Offshore Administrator / Radio Officer**

**Professional credentials:-**

GMDSS (Indian GOC) with STCW Endorsement.

Training Ship Rahaman, Panvel (Taluka), Raigad (dist), Mumbai

**Job Profile: -**

* Handle all communication like ship to ship & ship to shore.
* Daily routine office administration work.
* Prepare time sheets & reports to company.
* Maintain POB.
* Control and update all ship’s documents / certificates as required.
* Co-ordinate with on shore logistics for supply boat / crew boat schedules and personnel movements.
* Watch keeping Radio traffic and safety announcement all Ships / Platforms / Rigs.
* Preparing daily DPR of Barge / Rig and Support Vessels.
* Preparing the cargo/passenger manifest for base via service boats / chopper.
* Adherence to the Company’s HSE policy.

**STCW / Modular Courses details:-**

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| **Description** | **Certificate no:** | **Date of issue** | **Place of issue** |
| F P F F | 0010300082009 | 18/04/2009 | T S Rahaman, Navi Mumbai |
| P S S R  (STCW 1995) | NV/003/09-10/02 | 11/04/2009 | United Marine Academy, Navi Mumbai |
| P S T | NS/006/09-10/02 | 22/04/2009 | United Marine Academy, Navi Mumbai |
| E F A | NV/004/09-10/06 | 15/04/2009 | United Marine Academy, Navi Mumbai |
| MFA | 0120180062012 | 05/05/2012 | T S Rahaman, Navi Mumbai |
| PSC&RB | 0050180062012 | 18/05/2012 | T S Rahaman, Navi Mumbai |
| AFF | 0020180062012 | 12/05/2012 | T S Rahaman, Navi Mumbai |
| S S O | SSOC/0723/045/12 | 10/11/2012 | Naval Maritime Academy, Mumbai |
| STSDSD | 02025 | 22/08/2014 | Univan Academy, Cochin |
| PSSR  (STCW 2010) | 010993 | 11/02/2015 | Univan Academy, Cochin |
| BOSIET (5700)  (OPITO approved) | 0058570022091578097 | 22/09/2015 | ETSDC, Abu Dhabi |
| Basic H2S (9014)  (OPITO approved) | 0058901416091577878 | 16/09/2015 | ETSDC, Abu Dhabi |

**Document details:-**

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| Document | Date of issue | Date of expiry | Place of issue |
| Passport (Indian) | 05/09/2008 | 04/09/2018 | Trivandrum, Kerala |
| C D C ( Indian ) | 03/12/2009 | 02/12/2019 | Mumbai, Maharashtra |
| Indos | 08/04/2009 | Life | Mumbai, Maharashtra |
| GMDSS(GOC) Indian | 27/03/2009 | 26/03/2019 | Mumbai, Maharashtra |
| GMDSS Endorsement | 22/05/2012 | 31/12/2016 | Mumbai, Maharashtra |
| Yellow Fever | 24.12.2012 | 13.12.2022 | Cochin, Kerala |
| UAE Visa | 29.09.2015 | 28.09.2017 | Abu Dhabi |

**Professional Experiences:-**

* **Ownership Company: Valentine Maritime (Gulf) LLC, Abu Dhabi.**

Project: PRP 4 pipe line - Mumbai High ONGC oil field (West Coast of India).

Client: ONGC, India.

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| **Name of Barge** | **Type** | **Description of voyage** | **GRT** | **Rank** | **From** | **To** |
| Regina – 250 | Pipe Lay Barge | Coastal | 5316 | Sr. Chief Clerk cum Radio Operator | 23/02/2016 | 16/04/2016 |
| Regina – 250 | Pipe Lay Barge | Coastal | 5316 | Sr. Chief Clerk cum Radio Operator | 08/10/2015 | 13/02/2016 |
| Valentine Maritime Office, UAE | Office | HR Administration | ---- | Asst. HR Administrator | 15/09/2015 | 07/10/2015 |

* **Manpower Company: Bibby Ship Management Services Pvt. Ltd, Mumbai.**

Owners: Baker Hughes Oil Field Services India Pvt Ltd.

Client: ONGC, Well stimulation jobs in Mumbai High (West Coast of India).

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| **Name of vessel** | **Type** | **Description of voyage** | **GRT** | **Rank** | **From** | **To** |
| Vestfonn | Well Stimulation Vessel, DP-II | F.G | 3753 | Radio Officer | 22.06.2015 | 31.07.2015 |
| Vestfonn | Well Stimulation Vessel, DP-II | F.G | 3753 | Radio Officer | 23.04.2015 | 21.05.2015 |
| Vestfonn | Well Stimulation Vessel, DP-II | F.G | 3753 | Radio Officer | 26.02.2015 | 26.03.2015 |
| Vestfonn | Well Stimulation Vessel, DP-II | F.G | 3753 | Radio Officer | 01.01.2015 | 29.01.2015 |
| Vestfonn | Well Stimulation Vessel, DP-II | F.G | 3753 | Radio Officer | 06.11.2014 | 04.12.2014 |
| Vestfonn | Well Stimulation Vessel, DP-II | F.G | 3753 | Radio Officer | 11.09.2014 | 09.10.2014 |

* **Manpower Company: IS India Marine Technical Services Pvt. Ltd, Mumbai.**

Project: APP/ HRD II / PRP 3 Season 2 in Mumbai High ONGCOil field Client: Leighton India Contractors Pvt. Ltd.

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| **Name of Barge** | **Type** | **Description of voyage** | **GRT** | **Rank** | **From** | **To** |
| Smit Borneo | Pipe Lay Barge | F.G | 7323 | Admin cum Radio Officer | 22.03.2014 | 17.05.2014 |
| Smit Borneo | Pipe Lay Barge | F.G | 7323 | Admin cum Radio Officer | 07.11.2013 | 14.03.2014 |
| Leighton India Office, Mumbai | Administration | HR Administration | ---- | Personnel Admin | 05.10.2013 | 06.11.2013 |

* **Manpower / Ownership Company: Hind Offshore Pvt. Ltd, Mumbai.**

Project: PRP 3 Season 1 in Mumbai High ONGC oil field

Client: Leighton Welspun Contractors Pvt. Ltd.

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| **Name of Barge** | **Type** | **Description of voyage** | **GRT** | **Rank** | **From** | **To** |
| Sea Patriot | Accommodation Work Barge | Coastal | 4779 | Admin cum Radio Officer | 08.06.2013 | 01.07.2013 |
| Sea Patriot | Accommodation Work Barge | Coastal | 4779 | Admin cum Radio Officer | 29.12.2012 | 28.05.2013 |

* **Ownership Company: Prince Marine Transport Services Pvt. Ltd, Mumbai.**

Project: PRP 2 Season 2 in Mumbai High ONGC oil field (West Coast of India).

Client: Leighton Welspun Contractors Pvt. Ltd.

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| **Name of vessel** | **Type** | **Description of voyage** | **GRT** | **Rank** | **From** | **To** |
| M.V.Viva | OSV | Coastal | 999 | Radio Officer | 18.09.2012 | 28.11.2012 |
| M.V.Zoya | OSV | Coastal | 775 | Radio Officer | 20.06.2012 | 03.09.2012 |
| M.V.Viva | OSV | Coastal | 999 | Radio Officer | 27.10.2011 | 29.03.2012 |
| M.V.Zoya | OSV | Coastal | 775 | Radio Officer | 14.04.2011 | 27.10.2011 |
| M.V.Viva | OSV | Coastal | 999 | Radio Officer | 08.07.2010 | 08.04.2011 |

* **Ownership Company: Albatross Marine Services, Mumbai**

Project: PRP 2 Season 1 in Mumbai High ONGC oil field (West Coast of India).

Client: Leighton Contractors Pvt. Ltd.

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| **Name of vessel** | **Type** | **Description of voyage** | **GRT** | **Rank** | **From** | **To** |
| M.V.A-One | OSV | Coastal | 497 | Radio Officer | 05/02/2010 | 18/05/2010 |
| M.V.Sindhu-10 | OSV | Coastal | 1302 | Radio Officer | 10/12/2009 | 04/02/2010 |

**Additional Qualification:-**

* Certificate in MS Office.
* Knowledge in MS Office, Excel, Power point, networking, operating system & internet etc.

# Personal Details: -

Name : Jeen

Date of birth : 25/06/1988

Marital status : Married

Gender : Male

Nationality : Indian

Religion : Christian

Basic Qualification : HSC (PCM)

Languages known : English, Hindi, Malayalam

E-mail id : [jeen.299445@2freemail.com](mailto:jeen.299445@2freemail.com)

**Declaration:-**

I hereby declare that the information furnished above is true in my knowledge. I assure that I can surely bring laurels to the organization through my skills and abilities.

Place:

Yours truly

Date: Jeen