# **AMAL**

# **AMAL.332796@2freemail.com**

# CISCP(License no:

#

##### Career Objective

* To be in a position in a result oriented company that seeks ambitious and career conscious persons where Acquired skills and education will be utilized

##### Profile:

* Professionally committed and responsible. Successfully handle a wide range of functions using a combination of creative, organizational, and writing skills.
* Maintain focus in demanding work environments, under deadline and pressure conditions. Meet challenges head-on and always find a way to effectively complete multiple assignments or tasks.
* Effective team member in any environment

Educational Qualifications

* **CISCP** (Certified International Supply Chain Professional) from **IPSCMI** (**I**nternational **P**urchasing and **S**upply **C**hain **M**anagement **I**nstitute) USA 2014.
* B.COM (Travel and Tourism Management) from Mannania College of Arts And Science, Trivandrum, university of Kerala2005 to 2008.

Professional Experience

**1. DA-Desk (2010-2015)**

***Position: Operations Analyst Executive.***

Job Profile:

* **Cost verification**

Enter the Final DA into the DA-Desk based system which received from the agent via courier or email.

Establishes an audit trail to all invoices to the vessel operators and determines the existing balance or settlement recovery.

Screening of Final invoices which includes the Statement of Facts, individual invoices with tariffs prior to submitting the Final DA for payment. This helps the Operators to remain cash on positive and close the voyages efficiently and quickly.

To check the Final DA submitted by agent comparing with proforma DA and available tariff in our database.

* **Documentation**

Voucher processing and scanning of Final invoices

* **Rebilling**

If any charterer’s expenses occurred in Final DA will be categorized and forwarded to vessel Operator for the re-billing purposes before the time bar period.

* **Follow-up**

If there is any discrepancy, will do clarifications with agent and get the credit for operators.

* **Responsible for:**
* Follow up with the agents for time bar DA
* Coordination with shipping lines.
* Preparing the invoices for charterers & vessel owners
* Booking the shipment
* Dispatch of FDA to operators
* Warehouse management for the teams handled.
* Recording details of the DA s for future requirements of the Vessel Operator/Vessel Broker/Port Agents (master sheet management).
* Regular contact with Port agents
* Assisting teams for maintaining adequate stationery (DHL).
* Training new staffs in the Dept enabling them to work efficiently in short period.

**2. Wesal Shipping LLC.**

***Position:* Operations Executive** (July 2015 to till date) (All kinds of vessels Marine Services include Berthing vessels at Fujairah/Khorfakkan)

Job Profile:

* Managing, identifying and verifying information of different shipments with respective clients, weighs, or measure items of incoming and outgoing shipments to verify information against bill of lading, invoices, orders, or other records.
* Arranging all vessel related operations like Attending the Port Berth Meeting, Vessel Customs Boarding, Entry & Clearance, Immigration, Sign On/Off Formalities, Filing of IGM/EGM
* Arranging supply of Provision Stores, Bond, Cabin, Deck, Genuine Ship’s spares and equipments.
* Regular basis Follow up and Coordinating with sales team for upcoming operations.
* Other regular and operational related responsibilities as and when instructed by the Management.
* Coordinating with the PRO for the port clearance of the vessels coming for STS operations/Berthing.
* Informed other staff and vendors regarding procedural requirements for the purpose of facilitating the purchasing process with established practices.
* Communicating principles and worldwide agents for day to day requirements and for special approvals.
* Arranging /assisting for vessels' passing through Dubai, Fujairah & Khorfakkan.
* Arranging /assisting for vessels' calling at UAE ports for cargo operations.
* Arranging/assisting for employment visa, short terms visit visa, 96 Hra visa, seaman visa for crew.
* Coordinate to Travel Agents for flight booking / issuances of air tickets for on-signers / off-signers and arranging their visas and hotel accommodation if required. And with the Charterer’s agent / appointed agent for smooth crew change
* Handling, Planning, and coordinating the activities of Ship To Ship operations
* Preparing and updating Daily operation Report
* Monitoring Make sure that the Ship To Ship transfer takes place safely as per standard guidelines
* Sending the boat for chartering offshore and coordinate with the management prepare as per instruction.
* Familiar with all e services applications related to shipping Operations at Port of Fujairah.

Skills gained:

* Communication.
* Convincing skills.
* Ability to handle clients in adverse situation.
* Positive
* Leadership skills

##### Personal Details

* Date of Birth :13.05.1988.
* Marital Status : Married
* Sex : Male
* Nationality : Indian
* Languages Known : English, Hindi, Tamil and Malayalam.

Additional

* Holder of valid UAE driving license