 MOHAMED

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**Marine Operations Executive**

Career Objective

To provide efficient, effective and excellent administrative support to management operations and technical department, through proper and timely dispensation of administrative duties and responsibilities, providing a diligent effort of enhancing my given skills and acquired knowledge to be an asset to any company.

* Have more than three years of detailed experience (UAE) in Shipping industry as Marine Operations Executive.
* Has excellent track record in providing quality administrative support functions.
* Mature professional with a strong commitment to a career.
* Works with minimal supervision
* Proficient and flexible in dealing with people of all levels.
* Passed in advance certified professional in India and foreign accounting program.
* One year of experience in the field of Accountants Asst. and Admin.
* Ability to learn and understand operations processes supported through technology.
* Good working knowledge in Microsoft Word, Excel and Outlook.

Professional Experience

Company : Aethon Marine Services LLC

Title : Marine Operations Executive (Vessel Inspection Coordinator)

Location : Dubai - UAE

: January 2014 to present

Responsibilities:

* Arranging & planning Sire inspections of different vessels all over the world, as per the nomination received by oil majors.
* Planning and assigning the vessel inspections to the different inspectors according to their availability and locations.
* Coordinating with the agents, operators and the masters of the vessels for the arrangement of inspections.
* Identify problems in operations process and resolve them in quickly and timely manner.
* Booking and arranging berthing facilities with relevant Port Authorities and terminals to conduct the vetting inspection.
* Attending meeting with surveyors & ship representative prior to inspection and preparation of Survey.
* Maintain good relations with Customers, Port Authorities, Suppliers, Immigration, Customs.
* Overall in charge of planning and monitoring the inspection, before, during and after operations.
* Maintain clear and accurate operations documents/procedures for reference purposes.
* Coordinating with the inspectors and assisting them.
* Scheduling inspector’s visits and tracking ongoing requirements.
* Provide direction and guidance to inspectors to achieve performance targets.
* Coordinating for observation list / inspection report from the inspectors.
* Arrangements of port pass and NOC for the local inspectors in UAE.
* Keeping and updating all the important documents of our inspectors.
* Processing work orders and associated documentation to inspectors.
* Updating the data base job summary.
* Keeping a track of the surveyors, job list and their surveys.
* Handle clients queries and help them to meet their requirements.
* Handling incoming, emails, correspondence such as emails & faxes.
* License renewal and related document preparation.

**Company : Afia Wellness - Hospital**

Title : Accountant Asst. and Admin - 2013

Location : India

Responsibilities:

* Handling and maintaining complete books of accounts independently including cash, bank, customer-vendor ledgers, receivable and payable and expense books.
* Preparation and submission of financial reports.
* Ensure proper billing & issuing credit note for the refund of deposit amount.
* Entering of day to day transactions and required vouchers of accounts department.
* Followed up on all outstanding issues.
* Made travel arrangements & organized accommodation for senior managers.

Educational Qualification

* Bachelor degree under Calicut university, India

(Business studies, Economics, Sociology, Psychology, Anthropology)

* Higher secondary – board of higher secondary examination, India
* SSLC - board public examination, Kerala
* Passed in advance certified professional in India and foreign accounting program from institute

for professional accountants India.

* Tally ERP 9
* Peachtree
* Quick book

Skills / Computer Proficiency

* Shipping software: OCIMF and Equasis.
* Proficiency in MS office, especially in MS Word, Excel & Outlook
* Experience in routine office administration and strong customer orientation, persuasion and negotiation skill.
* Effective verbal and listening communications skills.
* Time management skills.

Area of Interest: Learning about companies business, Discussion on current issues, Cricket, Badminton, Social networking and Involving in team initiatives.



Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.