**Raghavendrra** [**Raghavendrra.360464@2freemail.com**](mailto:Raghavendrra.360464@2freemail.com)

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**Highlights**

* Total 6 years of experience in Container terminal operations as Logistics coordinatorandVessel planner and 1 year as System Administrator.
* Expertise in TOS (Terminal Operating System – Jade Master Terminal) & SAP P50 ECC – Production system, SAP – Transportation Management and SAP NetWeaver Business Client.
* Additionally experienced as “HR/Admin Assistant” for a period of 4 months and handled all the situations professionally.

**Skills**

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| * Workplace Safety, good communication skill * Creative team member, multitasking ability * Punctuality, Time-Keeping * Self-motivation, ability to take the initiative | * Attention to particulars, facilitation * Hardworking,quick learner * Interpersonal Skills * Documentation Skills |

**Professional Experience**

**ADNOC Borouge(Abu Dhabi Polymers Company Limited)**, Abu Dhabi, UAE –A joint venture between the Abu Dhabi National Oil Company (ADNOC), one of the world’s major oil and gas companies, and Austria based Borealis, a leading provider of chemical and innovative plastics solutions.

**Logistics Coordinator,** 9/2014toPresent

Software Specification:SAP P50 (ECC – Production System), SAP – Transportation Management, SAP NetWeaver Business Client&TOS – JMT (Jade Master Terminal)

**Selected Accomplishments**

* Ensure compliance and consistency of company policies, procedures, golden safety Rules and best practices.
* Complete documentation such as ASN (Advanced Shipping Notice), HUBS allocation, Mates Receipts using SAP and create delivery and shipment for the proposed / loaded freight.
* Transferring stocks through SAP to Distribution warehouses and hubs.
* Arrange Berthing / Unberthing of vessels by coordinating with the Port control.
* Record shipment data such as weight, seal, material code, batch, grade and damages if any.
* Providing Advanced Shipping Notice to next port of call with the shipping documents.
* Providing forecast of containers required based on the production planning and based on the demand from Replenishment team requirements.
* Monitoring containers dwell days to avoid incurring demurrage from the shipping lines.
* Creating Purchase Requisition (PR) of diesel for Terminal Equipment’s and coordinating with Abu Dhabi National Oil Company (ADNOC) for diesel delivery and collection by terminal tanker.
* Rectify problems such as damages, shortages and non-conformance to specifications.
* Assisted various departments with requests for Containers movement and terminal equipment's during acquisitions.
* Develop constructive and cooperative working relationships with my team, as well as cross-functionally.
* Maintain a strong sense of urgency and good decision-making skills.
* Analyze data to identify trends and determine solutions to improve levels of service and cost.
* Solved all shipping disruptions that led to delays and notified shipping team with new plans of action.
* Coordinated the movement of all freight inbound as well as outbound.
* Provided accurate shipping reports to senior managers.
* Transporting scrap materials to the contractor and maintaining records of it precisely.
* Experience in handling weigh track software used for weighing containers loaded with Polyethylene, Polypropylene, Raw materials etc.

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| **Raghavendrra** |  |

**Gulftainer Company Limited, Abu Dhabi, UAE**–Private UAE Ports & Logistics specialized in Port and container terminal management.

**Vessel Planner,**3/2010to6/2014 Software Specification: **JMT** (Jade Master Terminal)

**Selected Accomplishments**

* Handling Container Terminal Activities like Ship planning, Yard Planning, Container Management etc.Ensure the intended discharge and load plan meets the stability and safety requirements.
* Coordinate with information clerks and manifest to ensure vessel BAPLIE, discharge/ loading EDIs are received well in advance to execute vessel plans.
* Plan for discharge and loading of vessel operations with optimum utilization of resources to enable faster turnaround of the vessels.
* Co-ordination with Shipping team and receive the Import /Export details and Stowage plan well before the arrival of the vessel.
* Optimizing vessel planning to avoid yard clashes and yard congestion in order to achieve higher productivity with minimum efforts.
* Prepare vessel loading plan as per the pre-stowage and get approval from chief officer of the vessel without any operational delay.
* Monitor closely the Discharge and Loading sequence followed during the operations to ensure that the containers are loaded as per the plan.
* Ensure that all containers bound for discharging and loading are completely handled and exception lists submitted to vessel Chief Officer on completion of vessel operations.

Additional Role handled: **HR/Admin Assistant (for a period of 4 months)**

**Selected Accomplishments**

* Providing offer letters, conducting telephonic Interviews, employee’s visa renewals.
* Maintaining petty cash, planning annual leaves / arranging flight tickets / leave salary.
* Processing overtime, maintaining the vehicles / transportation expenses under the division.

**Computer Age Management Service(CAMS)**– CAMS Pvt. Ltd is the platform of Transaction Processing and Customer Care from the time of the rebirth of the Mutual Funds market in India.

**System Administrator,** 03/2009 to03/2010

**Selected Accomplishments**

* Monitoring system performance, maintaining proper inward and outward records.
* Analyze performance of the system and ensure the performance objective and availability of the requirements. Perform regular security monitoring to identify any possible intrusions.
* Coordinate and communicate with impacted constituencies to avoid system failure.
* Develop and maintain installation and configuration procedures.
* Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.

**System Expertise**

* MS Office – Excel, Word, PowerPoint& Outlook, Open Office- (Writer, Calc)

**Education& Soft Skills**

* MBA Human Resource,01/2013 Bachelor of Computer Science – 03/2009
* Problem solving and decision making skills Data Analysis Techniques

**Portfolio**

**DOB / Gender:** 15th April 1989 / Male **Marital Status:** Married

**UAE License:** Light Vehicle (Manual) Valid up to 08/2023 **Passport Validity:** Until 16th Sep 2019

* **Available for Relocation**