JOHN CARLO

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**OBJECTIVE**

To become one as a valuable employee in an institution that values integrity, continuous learning and growth.

**COMPETENCIES**

* Company System (MPS and Compas)
* Proficient with current computer technology especially in MS Office, MS Excel, MS PowerPoint, MS Outlook, Database, Adobe Reader
* Proficient in Computer troubleshooting both hardware and software
* Computer repair Assembly/Disassembly
* Internet connection troubleshooting/setup
* Printer setup/installation
* Computer reformatting, Data retrieval, Computer Network Repair/Troubleshoot
* Knowledgeable in computer language using C#, Visual Basic and Turbo C
* Typing Speed: 60 wpm
* Can work under pressure
* Good communication skills
* Responsible
* Adaptable and self-motivated in a fast moving environment

**EXPERIENCES**

* Crewing : 5 years ( Bulk, MPP and offshore vessels)
* Document Controller/Data Encoder : 2 years and 5 month

**JOB DESCRIPTION**

**ANSCOR SWIRE SHIP MANAGEMENT**  March 2012 – October 2017

Assistant Crewing Manager

*Ensures the day to day crew operation and crewing support based on vessel requirement/s as well as ensuring that the document/s and certification/s of each crew are strictly complied in accordance with the international standard procedures of safe manning STCW 2010.*

*May 2016 – October 2017*

**Assistant Crewing Manager**

* Handling 22 Multi-purpose cargo vessels
* Responsible for crew change of Filipino seafarers for China Navigation Company (CNCo) and Swire Seabed.
* Ensures that all certificates including Passport, Seaman’s book, Certificate of Competency (COC) and Medical of lined-up crew are valid the whole trip and complying in accordance with the Standard of Training Certification and Watch keeping (STCW) 2010.
* Checks and verifies the completeness of POEA employment contract, allotment slip and special allotment prior approval of the Operations Manager and POEA accredited signatory.
* Coordinates with principals, agents and masters regarding berthing schedules (ETA, ETB and ETD), joining instructions, days of port stay and other related matters for smooth crew change.
* Arrange domestic and international flights for off-signers and on-signers.
* Coordinates with travel agencies for international and domestic flight bookings of on-signers and off-signers in a cost efficient manner.
* Update new records in system (MPS and Compas) e.g. crew planning, new contact number of the seafarers, personal information’s, planned changes, planned events, pre-employment checks and new certificates as well.
* Issues medical referral slips to new recruit seafarer or ex-crew who needs to undergo medical examination as a pre-requisite for employment in order to ensure that the provided crew is physically fit.
* Advice next vessel assignment to seafarers whoever completed or revalidated their expired documents.
* Coordinates with the Recruitment & Training Department regarding trainings that needs to take by seafarer who is on vacation.
* Prepares/submits request for Pre-funding of Off-signer’s remaining onboard balance of wages.
* Facilitates reimbursement of crew expenses to ensure that reimbursement is valid and in compliance with Terms and Conditions of the company such expenses to be incurred in renewal of documents, medical tests, vaccinations and transportation.
* Coordinates with liaison officers if there is a crew that needs to apply for Visa.
* Request letter of invitation from agents for Visa application of lined-up crew.
* Prepares travel guarantee letters to on-signing crew to avoid hassle at airport immigration.
* Coordinates with the Operations Manager and principal representative regarding the performance evaluation report of promotable seafarer.
* Prepares list of attendees and communicate with seafarers who doesn’t have safety awareness training.

*FEB 2015* – *May 2016*

**Documentation Supervisor**

* Provides support and service to the department and seafarers.
* Ensures the data are updated in the system (MPS and Compas).
* Ensures that copies of recent documents and records are filed in the crews 201 files and uploaded into the company system.
* Prepares necessary documents to be submitted to POEA and coordinate with liaison officers during the license enrollment of principals (Swire Pacific Offshore, Swire Seabed and China Navigation Company) vessels.
* Coordinates with Liaison Officer I regarding Overseas Worker Welfare Association (OWWA) transactions.
* Coordinates with Liaison Officer II on crew Certificate of Competency (PRC, NTC, TESDA, MARINA) arrangements and other embassy transaction.
* Trains and conducts performance evaluation and assessment of the staffs periodically.
* Monitors the validity of seafarer’s documents, licenses and visa.
* Coordinates documentation concerns with the Operations Manager or General Manager wages.
* Verifies inputs in the seafarers contract prior processing either at Philippines Overseas Employment Administration (POEA) or in-house
* Ensures completeness of seafarers’ documents prior joining e.g. contract, certificates, medical, letter of invitation, allotment, pay record slip etc.
* Ensure that all joining crew movements in MPS/Compas are updated after departure date.
* Performs other tasks that may be assigned by the Operations Manager or by the Management

*March 2012*– *FEB 2015*

**Documentation Control Clerk**

* Prepares contracts and dated Overseas Employment Contracts of Seafarers for processing and approval of the Philippine Overseas Employment Agency (POEA).
* Prepares salary allotment and pay record slip of the Filipino Swire Pacific Offshore seafarers.
* Checks the completeness, validity and authenticity of the documents of each seafarer prior dispatch.
* Updates the record of Seafarer’s Personal Information in MPS.
* Sends embarkation documents via email for the validation of the same to Dubai employer.
* Ensures all requirements indicated in the pre-employment checklist are complied.
* Maintains 201 files of the Seafarers.
* Notify Documentation Supervisor and Assistant Crewing Manager if there are any incomplete documents of the seafarer in order to avoid inconvenience of deployment.
* Performs other task as may be assigned by the Crewing Manager and Documentation Supervisor.

**CABLES SPECIALIST (PLDT)**

*September 2008 –September 2011*

***SPOC(Single Point of Contact) / Data Encoder***

* Receives incoming calls from the clients for job orders
* Prepares and disseminate clients repair order to which repairman assigned in location of repair area.
* Dispatches repairmen in relation to the service order.
* Closed service order in the systems if job is already done and the telephone is already working.
* Replenish inventory repair telephone materials and process the request in the warehouse for new stock.
* Troubleshoots telephone problem from distribution panel up to the unit.
* Tracks down the source of the trouble by making a connection test set-up to the phone line and then testing it with the central office.
* Repairs and installs telephone line and small switchboard system at customer’s house or office.
* Installation of terminal box and inside wirings.
* Checks the distribution panel if there is a dial tone then checks the terminal box if there is also a dial tone.
* Checks the unit if there is dial tone and the reception is clear.
* Troubleshoots/repairs costumer’s system unit if there is no internet.
* Installs client’s computer network.
* Printer Installation
* Repair troubleshoots company’s computer unit.

**EDUCATION**

* STI College, Parañaque2003 - 2008

Bachelor of Science Major in Computer Science

**SEMINARS**

* January 2016 : Goals training (Anscor Swire Ship Management)
* February 2013 : Computer Hardware Servicing National Certificate II
* January 2013 : Computer Programming National Certificate IV
* February 2012 : Finishing Course for Call Center Agent
* July 2004 : PC Hardware Troubleshooting, PC Assembly/Disassembly
* July 2004 : Website Design using Macromedia Flash MX
* July 2004 : Macromedia Dreamweaver

**PERSONAL BACKGROUND**

* Age : 30
* Birthdate : 04 November 1986
* Nationality : Filipino
* Status : Single
* Religion : Roman Catholic