# ANAND

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### CAREER OBJECTIVE

A dedicated Professional aspiring to work for an organization and be able to provide rich and dynamic work environment and bestow responsibilities, to allow myself to serve the organizations to the best of my ability, such that its results in the attainment of personal and professional development.

 **EDUCATIONAL QUALIFICATION**

 Bsc in Computer Science course from Bangalore University.

Pre-degree Course from Kerala University, Kerala, India, Passed in 1987.

I.C.S.E (Indian Certificate of Secondary Education), Kerala, India. Passed in 1984.

**ADDITIONAL QUALIFICATION**

DCA – Professional Diploma in Computer Application and Programming AICTE- DOE ( All India Council for Technical Education) accredited ( one year course).

 Knowledge of Various Programming Languages such as BASIC, COBOL, FORTRAN, Pascal.

GMDSS (GOC) License – UK issued by MCA

1. Panamanian Seamans Book. Expired on 15th May 2013.
2. St. Kitty’s Seaman Book- Valid from December 2017.
3. Yellow Fever Certificate expiry on 7th Feb 2022.
4. STCW95 – PSSR, PST, EFA & FPFF (DG approved) from Univan Maritime Academy, Kochi, India valid till December 2018.

### PROFESSIONAL EXPERIENCE

Mcdermott Middle East Inc, Jebel Ali Freezone, Dubai ( Client ARAMCO)- From March 2018 to June 2018 As Senior Administrator. Project on Hold.

 Duties include:-

 In charge of crewing and crew scheduling using MAPS ( Manpower Analysis Planning System).

* Administration duties of all personnel movements like flight tickets, hotel and visa arrangements.
* Saudi LOI, Visa / Visa Appointment and Aramco Id arrangements for onshore and offshore personnel going to Saudi Arabia.

Neugene International – From February 2016 September 2017

Position : Branch In Charge.

Duties : Administration and HR support. Directly reporting to the General Manager.

* Preparation of timesheets and expense claims.
* Preparation of Daily and Weekly Reports (MIS)
* Preparation of HR contact List
* Searching for candidates from the cv databank and coordinating for interview, travel and accommodation.

Completed contract with Shelfdrilling (Transocean) from Feb 2013 to Feb 2014 and from November 2014 to November 2015.

 Position : Project Administrator & Crewing Coordinator in Dubai ( Dubai Dry Docks) and Malaysia ( Port TG Langsat).

 Duties : All personnel movements / All administration duties for the Project and in charge of transportation arrangements for crew and crew movements, Preparing Crew Rota, accommodation and flight booking etc., maintaining POB of the rig crew and project crew, preparing time sheets, expense claims and also arranging visas for the crew and project personnel.

* Directly reporting to the Project Manager and all administration duties for the project.
* Coordinate with travel agents for flight booking and corporate office regarding Visa stamping for project crew, accommodation and hotel arrangements, travel arrangements etc for all project employees.
* Documentation of daily progress reports and various other reports.
* Maintaining all personnel movement for the project and crew, preparing crew shift schedule and crew rotation schedule.
* All project management schedules. Arrangement and booking of conference and party halls.
* In charge of petit cash and preparing expense claims for the project and rig crew.
* Prepare timesheets for project crew.
* Arranging shipyard pass, safety induction for project personnel. Booking and arrangement of training courses for employees.

Completed contract with Acergy / Subsea 7 UK, as Offshore Coordinator -Administrator ( North Sea) for Vessel MSV Seven Borealis in Rotterdam,Holland on 27th Nov 2012 and earlier in West Africa ( Africa Offshore ) for Gulmar Condor ( Chartered ) for Subsea7 as Offshore Coordinator-Administrator / Personnel Crewing Coordinator and previosuly for Subsea 7, UK as Offshore Administrator

 Personnel Logistics Coordinator- for Vessel DSV-Seven Atlantic – one of the worlds largest and most capable DSV in the world, and Vessel Skandi Seven and in Corporate Office in Aberdeen for Client Shell from 01st July 2010.

Job description includes:

 Directly reporting to the Offshore Manager and Coordinating with Onshore Administration / Personnel Logistics team. Preparing Daily Progressive Reports of Pipe Lay / Dive activities including technical details.

* In charge of Personnel Logistic. Arranging crew changes for all Project crew. Flight ticket, Hotel bookings etc for all employees.
* Maintaining all crew shift schedule and crew rotation schedule. Taking care of all personnel movements. Preparing crew rotations.
* Daily meeting schedule and preparing minutes of meetings.
* In charge of all administration duties in the Vessel
* Preparing delivery notes, transmittals, purchase orders etc.
* Inventory of all materials on board in the system.
* Coordinate with onshore regarding Visa stamping and to sent onshore Passports of all crew after transit for visa stamping.
* Prepare timesheets for on board personnel. Keeping track of Personnel on board on day to day basis.

Worked in Gulmar **Offshore Middle East LLC** as Offshore Administrator on Vessel M/V **Boa Rover in Lake Maracaibo, Venezuela** for Client PDVSA for pipe lay and pipe repair activities from March 2008 to 21st March 2010. Job description includes:

 Directly reporting to the Offshore Manager. Entries for Preparing Daily Progress Reports of all pipe lay / pipe repair activities in the Vessel.

 All administration duties on the vessel.

1. Maintaining all crew shift schedule and crew rotation schedule. Taking care of all personnel movements.
2. In charge of petit cash and reimbursement of all personnel claims and expenses.

1. In charge of crew changes and Personnel Logistics. Preparing crew rotations. All flight ticket booking, hotel and transportations arrangements.

1. Preparation of monthly Timesheets, expense claims for all crew on board.

1. Keeping custody of all crew passports, Seamans book etc.

1. Keeping track of Personnel on board on day to day basis.

1. Preparing delivery notes, transmittals etc.

1. Inventory of all project related materials in the system and coordinate with the store keeper for purchase orders for project related items.
* **CSA Ltd (An army support group company based at US Army camp Arifjan), Kuwait** as Administrator / Computer Operator (from 12th December 2005 to March 2008). Job description includes :

* + - Maintain personnel report and statistics, prepare personnel profile, organization charts for all the employees, attending all the incoming and outgoing telephone calls, distribute all the publications, mails and blank forms to each section.
		- Making daily/weekly/monthly reports and maintain office filing for all shipments of Middle East Europe, U.S.A, Afghanistan, Germany, Korea, Qatar. Shipment confirmation above 5000 MRO’S (Material Releasing Order).
		- Screening of all correspondences and telephone calls, forward to the concerned and respond whatever possible independently.
		- Compose and prepare confidential correspondences, reports and other complex documents.
		- Preparing shipment Manifest and RF-Tag (Radio Frequency Tag), preparing the packing list using Laser cards (AMS Card). Use Fed log for checking price, National Stock Number and Nomenclature. Sending all data’s to ITV server for the status, tracking of shipped items and follow up RF Tags.
		- Make sure all open documents are closed using SARSS Program.

##### PREVIOUS EXPERIENCE

1. Worked in Administration in Reliance mobile communications, Kollam, Kerala, India from 2003-2004.
2. Worked as Administration assistant & computer Operator in Saravana Catering Company in Bangalore, India from 1999-2002.
3. Worked as Computer Faculty cum office staff in MEC Modern Education Center public school, Bangalore, India from 1996-1998.
4. Worked as Marketing Executive in Hansa Computers (p) Ltd Bangalore, India from 1994-1996.

### Passport details

Date of issue : 12.02.2015

Date of Expiry : 11.02.2025

Place of issue : Kollam, India

**Personal Details**

Date of Birth : October 23rd 1967

Personal Traits : Very Honest, Potential, Learning, Hardworking and Punctual

Hobbies : Travelling, Netsurfing, Playing Cricket

Sex : Male

Nationality : Indian

Language Known : Excellent Communication in English

Other Languages Known : Hindi, Malayalam, Kannada, Tamil

Marital Status : Married (two children).