# Manoj 02 MANOJ

**D.O.B : 27th July 1980**

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**EDUCATION:**

**Tertiary**

**2010 Sep Successfully completed a IMDG Training Course**

**(Amendment 34-08) for the Shore based Personnel.**

**2006 Nov Followed the Foundation Diploma course conducted by**

**Institute of Charted Shipbrokers (ICS), Sri Lanka Branch.**

**2004 Jun – Sep Diploma in Airline Marketing, Ticketing & Reservation**

**International Airline Ticketing Academy,**

Colombo 07.

**2001 Mar – 2002 Jun Diploma in Computer System Design**

**National Institute of Business Management (NIBM),**

Colombo 07.

**2000 Oct – 2001 Feb Certificate in Computer Science**

**National Institute of Business Management (NIBM),**

Colombo 07.

**2000 Sep European Computer Driving License (ECDL)**

**The British Computer Society,**

(Conducted by Gateway)

**2000 Mar – Sep Diploma in Computer Studies**

**GATEWAY Center for Information Technology,**

Negombo.

**2000 Feb – Oct Diploma in Computer Science**

**Information Technology Training Institute,**

Wennappuwa.

**1992 Feb Simple Pass in English for Communication Level 02 Certificate**

**University of Warwick,**

**Coventry, England.**

(Conducted by British Council, Colombo)

**1991 May Credit Pass in English for Communication Level 01 Certificate**

**University of Warwick,**

**Coventry, England.**

(Conducted by British Council, Colombo)

**Secondary**

**1986 – 2000 Dhammissara National School, Nattandiya, Sri Lanka**

1. **G.C.E. Ordinary Level Examination**

|  |  |
| --- | --- |
| **Subject** | Grade |
| Singhalese | D |
| English | D |
| Science | D |
| Social Science | D |
| Mathematics | C |
| Religion | C |
| Music | C |
| Commerce | C |

**2000 G.C.E. Advanced Level Examination (Physical Science)**

|  |  |
| --- | --- |
| **Subject** | Grade |
| Chemistry | S |
| Physics | S |

**RELEVENT SKILLS:**

**Computer Skills**

MS Office Word, Excel, Access, Power Point

Vessel Planning Software Plan Master, Navis Power-stow

Good knowledge in Abu Dhabi Customs online system.(Dhabi system)

Also have fair knowledge of Computer Hardware.

**Driving**

Posses Valid UAE Driving License

**WORKING EXPERIENCE:**

**2003 May – 2004 Jun** Worked as an Operations Executive at the ***Sea Air Freight Ltd***,

Departure Lobby, B.I.A Katunayake.

**2004 Nov – 2006 Jul** Worked as an Operations Executive at ***Eastern Maritime (CMB) Ltd***, No.61, W.A.D. Ramanayake Mw, Colombo 02. (Agents for ***Pacific International Lines -Singapore*).**Handling Ship Planning with Planmaster software, Ship Operations& relevant work with terminals (JCT / SAGT).

**2006 Jul – 2010 Oct** Worked at ***Mitsui O.S.K Lines Lanka (Pvt) Ltd,*** *leading* shipping

Company in the world in the operations department as an Operations Executive. Work involves Ships operations / Vessel Planning with Navis Power Stow to ensure maximum cargo intake, even crane splits, as per agreement with terminals, optimal draft and trim using minimum ballast but always aiming for lowest possible fuel consumption, in compliance with safety rules and through the enforcement of the line’s business policy.

## Duties and Responsibilities:

1. Arranging Vessel Discharging / Loading plans.
2. Ensure that Voyages and port operations are run effectively.
3. Liaises with local agents and terminal operational teams for smooth and optimal port operation.
4. To ensure in collaboration with Captains/First Officers, the good conditions of the vessels seaworthiness throughout the voyage.
5. Plan vessel to the budget capacity in order to meet and support the line’s business objective
6. Minimize re-stowage when achieving full capacity.
7. Optimize cargo intake and establish max intake on the deployed route.
8. Study and validate requests for Out Of Gauge (OOG) special containers, Break Bulk cargo.
9. Effective negotiation with terminal planning departments to maximize vessel productivity.

**2010 Oct – 2014 May**  Worked at ***Arab Ocean Shipping Agencies, Abu Dhabi, UAE***  as

Operations Executive. Handling Tug & Barges / Tanker Vessels /

Dredgers / Tugs / Barges / Rig movements.

**VESSEL OPERATIONS FOR PARTICULAR PROJECTS:**

1. **ADNOC – SARB (Satah Al Razboot) PROJECT :**

*MANAGING VESSEL OPERATIONS FOR DREDGING/MEDCO INTERNATIONAL:*

* Responsible for arranging cargo operations (loading/offloading), Bunkering, Fresh Water supply and crew change for the vessels (Dredgers, Supply Tugs, Tug & Barge combinations) coming from SARB Island to Freeport & Musaffah port.
* Responsible for arranging assist Tugs for the combinations (Tug + Barge) from SARB to Freeport & Musaffah Port.
* Responsible for every basic requirement for the vessels at the Port coming from SARB.

1. **ADSB - BAYNUNAH PROJECT FOR UAE NAVY:**

*MANAGING OPERTAIONS OF UAE NAVY VESSELS FOR ABU DHABI SHIP BUILDING (ADSB):*

* Coordinating with the concerned department regarding the vessel movements for sea trials and to the port accordingly.
* Responsible for the necessary arrangements of combat systems for test & trials at the port.
* Responsible for chartering/hiring Tugs for assisting the vessel for sea trials.
* Responsible for arranging various kinds of heavy equipments and port permissions for technical work/service for the vessel.

**2014 Jun – 2016 Nov** *Worked at* ***First marine Services, Abu Dhabi, UAE*** as Operations

Manager.

**2016 Dec –up to date** *Working at* ***Avatar marine Services, Abu Dhabi, UAE*** as Operations

Manager and below shown the job description for the

above position.

## Duties and Responsibilities:

1. **MARINE OPERATIONS MANAGEMENT OF DREDGERS, TANKER VESSELS, TUG’S, BARGES, TUG & BARGE COMBINATIONS, NAVY VESSELS & RIG MOVEMENTS:**

* Receiving nomination from the Principal/Charters for vessel operations at the designated ports. (Mina Zayed, Freeport & Musaffah Port)
* Coordination with the terminal for getting the nominated cargo and to know the berthing prospects for the nominated vessel and to update the Principal/Charters accordingly.
* Coordinating with the vessel and carrying out necessary documentation for declaration of the vessel to the port and terminal authority.
* Send Proforma Disbursement Accounts to the clients
* Arrange Coast Guard clearance for the vessels coming from outside of UAE
* Make Documents necessary for Immigration & Customs formalities.
* Arrange Bunkers for the vessel from ADNOC & through Private road tankers.
* Creation, updating and filing of the vessel details on local platform IPAC for vessel documentation and accounting purposes.
* Responsible for declaration of the vessels ISPS / ISSC to the designated port security authorities.
* Preparation of documents for the vessel to carry out arrival and sailing immigration clearance.
* Coordinating with the consignee for documentation related to customs clearance, cargo manifestation and issuance of delivery order.
* Coordinating with the vessel right from the anchorage position till vessel departure by keeping the Principal/ Charters updated about the progress of cargo operations in the form of various reports at regular interval of time.

**INTEREST AND ACTIVITIES:**

**1996 – 1999** Senior Prefect of the School

**1996** President of the School English Literal Association

1. President of the School Buddhist Association

**1992 & 1994** Class Monitor

**2007** Represented MOL for Sri Lanka Shipping Community Cricket

Team to BTL Tiger Line Cricket Series in Chennai, India

* 1. Represented Mclarens Cricket team in Mercantile (F Division) Cricket Tournament in Sri Lanka

**PROFESSIONAL PROFILE**

* I am committed and result oriented professional, having the ability to work under pressure. I enjoy working in teams and building relationships and I am a born team leader.
* I am Sharp-minded, Motivates oneself, Patient & Less talkative but amiable
* Ability to determine priorities and achieve schedules, deadlines is my key strength
* The ability to meet challenges of the current dynamic business environment
* I consider the willingness to learn new things to be one of the most important factors that has contributed for my career development
* I am very fluent in English & Sinhalese and able to read and write