|  |  |
| --- | --- |
| **PERSONAL DATA:**  **Date of Birth:**12/11/1993  **Gender:** Male  **Nationality:** Indian  **Marital Status:**Single  **Languages Known:**  English, Hindi, Malayalam, Tamil.  **AREA OF INTEREST:**   * Procurement Analyst * Technical Shipping Analyst * Ship Chandler * Shipping Agent * Shipping companies | **SHOUKATHALI**  **Email:** [**shoukathali.388124@2freemail.com**](mailto:shoukathali.388124@2freemail.com)  **CAREER OBJECTIVE:**  To integrate myself in a very challenging environment and to impart my duties with talents and utmost sincerity in a disciplined way and to become the most successful professional.  **SUMMARY:**   * **Bachelor of Science (Nautical Science)** * Totally having4yearsof experience in U.A.Eand India. * Having work experience with “Admiral Marine Services PVT LTD”, Chennai (**Client – SCI, CLYDE MARINE, SANDIGAN, ISHIPS, SOT, VRIDHI MARITIME**) as “Procurement Technical Analyst”. * Having work experience with “Geant Hypermarket”, Abu Dhabi, UAE as“Follow up Clerk”.**With Valid UAE Manual Driving License.** * Proficient Knowledge in Vessel Schedule, ETS, Berthing Location, E-way bill, shipping bill, delivery note& working experience in Port Charges, Custom Expenses, Labour Charges, Transport Charges * Strong Analytical skills, project management skills, and strong verbal and written communication&knowledge of MS Office Suite (Word, Excel, PowerPoint etc.) and demonstrated ability to build subject matter expertise, and be comfortable working in a fast-paced environment with competing priorities. * Strong working relationship within the Procurement Operations and Technology teams to drive system optimization and process improvements in support of organizational goals and objectives * HavingCertificates of “Proficiency in survival techniques”, “Proficiency in personal safety and social responsibilities”,“Fire prevention & Fire-Fighting”, “Oil tanker familiarization”, “Proficiency in security training for seafarers with designated security duties”, “Carry out Fire-Fighting operations”, “Steering simulator training certificate”, “Ship in campus familiarization”, “ISPS Code & ISM Code” and“OOW simulator training certificate”. |

**WORK EXPERIENCE IN INDIA (1 YEAR 4 MONTHS):**

1. **Organization : Admiral Marine Services PVT LTD,**

**Designation :** Procurement Technical Analyst

**Duration :** October 2017 to Jan 2019

**Place :** Chennai, Tamil Nadu, INDIA.

**CompanyProfile :** Trading World Wide, Quality ships assisted by professional.

**Responsibilities:**

* Converting the Enquiry form Customer format into our format.
* Generating Enquiry files to the Branch or Multiple Vendors.
* Thoroughly checking The Items By its **IMPA** Code and other Specifications.
* Selection of appropriate vendors by comparing the Prices and Quality.
* Margin Calculations.
* Submitting Quotation to the Customers.
* Verifying the order with the Quotation submitted.
* Placing the Order with Vendors/ Suppliers.
* Estimating Port Charges, Custom Expenses, Labour Charges, Transport Charges, Cash Purchases.
* Contacting Vessel Agent to get update on the Vessel Schedule, ETS, Berthing Location.
* Contacting the Customer to Arrange Boat/ Launch Permissions If Vessel is In Anchorage.
* Preparing Shipping Bill, E-way Bill, Delivery Note.
* Requesting Port Passes from the Agents.
* Arranging transportation to Vessel.
* Checking the Quantity and Quality of the Items received from the Suppliers and Packing based on the Customer requirements.
* Dispatch materials from the Warehouse.
* Deliver to vessel after clearing the Security & Customs in the Port.
* Getting DC Signed and Stamped by the Vessel.
* Filing EFC, EFS, QTC, PO, PTS, Email Correspondence, DC, Order Review Sheet, Bill Summary Sheet and handover to the Accounts department.

**WORK EXPERIENCE IN GULF (2 YEARS 4 MONTHS)**

1. **Organization : Geant Hypermarket**

**Designation :** Follow up Clerk

**Duration :** June 2015 to September 2017

**Place :** United Arab Emirates (Abu Dhabi)

**Company Profile :** LeadingInternational food retailers in the Middle East.

**Responsibilities:**

* Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule.
* Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates.
* Compiling reports on progress of work, inventory levels, costs, and production problems.
* Pick up, receive, open, date stamp, and deliver mail and/or other materials.
* Update files, and maintain a variety of records such as addresses, telephone numbers, vacation schedules, attendance and timesheets, numerical logs, ledgers, and client files.
* Photocopy documents, collate, assemble, and distribute materials.
* Type or produce reports or correspondence utilizing word processing, spreadsheet, and other business software.
* Receive, review, and compare documents, forms, or applications for completeness and accuracy and assists prospective clients, co-workers by explaining steps, appropriate forms, procedures, and program requirements for transactions, services, and other program activities.
* Responsible for follow-up work to ensure all applications are complete with all necessary data and supporting documents.
* Perform complex data entry tasks for which there is a moderate variation of formats and procedures and with general instructions for coding and entering data; check and correct entry for input errors.
* Gathers and records statistical information for reporting purposes.
* Assist with travel arrangements as necessary.