**RIJOY**

 Email: rijoy.390117@2freemail.com

**Career Objective**



Towork with organization where I get the opportunity to use my skills and be a part of a team in a company, where my hard work & skills will lead to growth of the company. I aspire to be an asset to the organization where I will work sincerely, honestly and consistently performing my duties by making optimum use of available resources.

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|  **PROFESSIONAL SYNOPSIS**  |

**Previous Experience:-**

As a “Senior Operations Analyst in **MARCURA EQUITIES, DUBAI, (DA-Desk FZE), – UAE**

As a ‘Finance/Documentation Officer’in **Wan Hai Lines (India) Pvt Ltd, Chennai**

As a ‘Operations Assistant’in **Interocean Shipping (India) Pvt Ltd, Chennai**

As a ‘Account Assistant’in **Tebma Shipyards Ltd, Chennai**

**Professional Experience:**

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* Ensuring all the PDA’s are processed as per tariff & standard instructions from the Principal.
* Regular contact with Vessel Operators for updating the Instructions, basis nature of port calls. .
* Follow up with Vessel Operators, Globally for sorting out issues relating to FDA.
* Priority follow-up for TIME BAR FDA’s.
* Chasing Suppliers/port offices& Government entities to get the invoices on time in order to submit the FDA to client with in SLA time frame.
* Communicating with different Ship Owners / Operators / Charterers and Subagents on daily basis
* Ensuring all purchase orders to be invoiced or to put explanations in case not included in the final Disbursements
* Ensuring service tax/VAT are captured and rebilled accordingly.
* Preparing FDA’s as per customer specification& submitting the same in to different SAP platforms mentioned in agency appointment.
* Proper documentation by manually creating Invoice coversheet basis standard instructions from Principal.
* Solving the queries raised by Principal.
* Supporting new port offices commenced operations with Global disbursement Supporting new port offices commenced operations with Global disbursement.
* Conducting knowledge transfer, training/evaluation sessions to team members and outsourcing partner’s offices after completing the transitions
* Good knowledge in agency operational activities in Middle East and South American countries
* Handled Cruise season for Middle East & South America.

# Special Project Team - Process Migration.

 **Inchcape Shipping Services Shanghai – China**

* Visited Inchcape Shanghai ( China) office – 1 month
* Facilitated meetings with staff on daily basis..
* Daily Project Updates to Manager.
* Process successfully implemented in Dubai office.

 **Inchcape Shipping Services – Chile (South America)**

* Visited Inchcape Chile office 2 Months
* FDA Process Downloaded for Brazil, Chile, Panama, Argentina, Peru ,Venezuela
* Daily Project Updates to Manager.

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#  Deployed In WNS Office – Chennai (Inchcape Shipping Outsourcing Partner)

* Deployed Six Months in Chennai office as Client representative.
* Arranged training Section for WNS staffs
* Quality Check and Approval for FDA Process – USA, Canada, Mexico & Trinidad & Tobago

## Organization 2: MARCURA EQUITIES, DUBAI, UAE (Nov 2011 TO OCT 2014) Position: Senior Operations Analyst

Joined Marcura Equites Dubai D-A Desk as Executive Analyst and worked with Port Payables Departments. Due to efficient performance got promoted to Senior Operations Analyst.

**Port Payables Department.**

* To cross check the cost items entered by Port Agent is correct according to the Port Tariff.
* Execution of payments to beneficiaries worldwide through wire transfer in Internet based banking Software.
* Maintaining customer account in our accounting program SAGE.
* Daily bank reconciliation and controlling of customer accounts
* Review and scrutiny of ledgers
* Controlling of recoveries and receivables from various ship suppliers/agents
* Preparing daily report (customer wise) to Management
* Ensuring that no PDA gets lapsed due to negligence and to make sure that the PDA is submitted to Vessel Operator on time for the approval of Advance is remitted to Port Agents account for meeting the Port expense..
* Submitting the weekly productivity status report to the Management.
* Providing accurate, fast and cost-effective money transfers and settlements services to support client’s business activities..
* Checking of accuracy and completeness of payments of team members.
* Customer Services and Operational Support
* Interpreting the reply E-mails from Operator and Port Agents to close the issue within the time line

## . Organization 3: WAN HAI LINES INDIA PVT LTD, CHENAI, INDIA (July 2010 TO Sept 2011) Position: Finance /Documentation Officer’

* Monitoring of outstanding collection and chase with sales to recover from customer and updating to management
* Monitoring status of balances with Terminal and ensuring timely and adequate funds for smooth and un-interrupted movement of containers
* Monitoring timely receipt of Statement of Accounts from Terminal and ensuring receipt/accounting of all invoices, which are sent to Head Office for accounting same to principals.
* Monitoring timely receipt of all vendor invoices, processing and sending the same to Head office, for processing payments, including timely processing of Brokerage payments.
* Ensuring timely assessment and filing of income tax and monthly vessel returns Fully conversant with Income Tax Rules in connection with assessment of income of voyages, under Section 172 and 44B of the Income Tax Act of 1961.
* Overall supervision of daily tally of accounts, monthly account closing, following up with auditors, payment of brokerage and CFS incentive monitoring and following up.
* DO Counter Experience.
* Verifying Port Storage charges / Plug in Plug out charges before Delivery order issue.
* Assisting Documentation team for BL release & DO
* Follow up with Customers for HBL documents for Manifest purpose.
* Generating import data in software for Delivery order.
* Checking documents and issuing Delivery order to Customer.

**Organization 3: INTEROCEAN SHIPPING INDIA PVT LTD , CHENAI, INDIA (Oct 2008 TO July 2010) Position: Operations Assistant.**

* Assisting Agency related activities in Chennai Port ,Ennore Port, Krishnapatna Port and Karaikkal Port.
* Taking hard copy of visa application, passport copy and seaman copy for submitting in immigration department
* Arranging hotel accommodation for Off-signer/On signer as per request.
* Arranging transportation for Off Signer and On Signer.
* Updating final load and discharge report to Head office.
* Chasing with Principals for Prefunding amounts before vessel ETA for Port expenses.
* Co-ordinating with Suppliers / Vendors as per Vessel requirements
* Arranging CTM Delivery.
* Daily bank reconciliation and controlling of customer accounts
* Petty Cash Handling.
* Preparing FDA.

**Organization 4: TEBMA SHIPYARDS LTD , CHENAI, INDIA (May 2007 TO Sept 2008) Position: Accounts Assistant’**

* Making Accounting entries on ERP
* Making Purchase- Sales Invoice data Entry, all Expense bills
* Bank Reconciliation and Banking
* Audit Co-coordinating with KPMG

**Educational Qualifications:**

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| --- | --- | --- |
| **Qualification**  | **Board/University**  | **Year of Passing**  |
| B.com  | Calicut University  | 2007  |
| XII | RVHSS Kannur, Kerala  | 2003 |
| MBA Finance | Annamalai University Chennai. | Appearing |

**Skills:**

 Rating myself on a scale of 5

|  |  |
| --- | --- |
| Shipping and Logistics Knowledge  | 3.50  |
| Basic Computer Knowledge  | 4.00  |
| Working in Team  | 4.50  |
| Communication Skills  | 4.00  |
| Operations Skills  | 4.00  |

 **COMPUTER PROFICIENCY**

* Ms Office ,Lotus Notes, MS Outlook, SAGE 50, 500, ERP, Oracle

**Personal Details:**

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|  Date of Birth   |  : 31 July 1985  |
|  Marital Status  | : Married.  |

 Language Known : English,Hindi,Malayalam &Tamil