Melwin

Email: [melwin-396556@2freemail.com](mailto:melwin-396556@2freemail.com)



**PERSONAL DETAILS**

Name Melwin

Date of Birth 16 September 1987

Sex Male

Nationality Indian

Religion Christian

Marital Status Married

Address Al Nahda, Dubai - U.A.E with valid UAE Driving license

Languages Known English, Hindi, Marathi & Konkani Qualifications B.Com

Computer Knowledge MS Word, Excel & PowerPoint.



**Objective**

Ambitious result oriented and hard working, with ample potentials for growth and accomplishment having considerable knowledge and work experience in the field of Documentary controller, Recoveries, Secretarial, Customer Service and Sales Coordination. Learning by implementing and implementing by learning would be the hallmark of my career.



**PERSONAL**

* Excellent oral communication skills.
* Can re-orient myself to any environment
* Willing to work hard & shoulder additional responsibilities.
* Can function independently as well as team player.
* Clear understanding of management principles & practices.



**Education Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Institute** | **Passing Year** | **Percentage** |
| SSC | St. Pius x High School | 2003 | 64% |
| HSC | VPM College, Mumbai | 2005 | 53% |
| B.com | AIEM University | 2008 | 65% |



**PROFESSIONAL EXPERIENCES**

November 2017 till date working as Vessel Operator in***–* Dubai (UAE).**

Company: **Sugar Importer-Exporter**

* Responsible for operations process and implementation in accordance with the fixture agreement.
* Send Voyage Instructions to the vessel’s Master and / or owner and all arrangements to implement cargo transport. Follow up master’s performance as per the instructions.
* Obtain the proforma D/A from ports agents .Then negotiate & approve one of the submitted D/A’s, and send copies of the approved proforma D/A to the concerned departments.
* Follow up Loading & Discharging Operations through contact with the Master & ports agents and update the concerned departments.
* Keep customers duly updated in regard ETA load/discharge ports, Loading/Discharging operations and ensure availability of OBL’s prior to vessel arrival discharge port or prepare LOI as applicable.
* Arrange with the ports agents to receive all related documents, such as N.O.R., copies of Mate Receipts,

S.O.F. & B’s/L. and actual D/A.

* Follow up vessel’s status and arrange for bunker supplies, in coordination with the Master and ensure the fulfillment of the C/P terms in regard to bunker supply.
* Preparing charter parties with Owners and/or charterers in accordance with clean fixture recap and follow up with all parties to obtain signed/stamped CP.
* Update concerned departments with vessels’ position on regular basis.
* Prepare Laytime Calculations in relation with the Shipper, and pass copies to the Finance Departments.
* Prepare Laytime Calculations in relation with the Owner (V/C).
* Make certain that all vessels are fully insured, and insured for charterer’s liability in case of chartered in vessels (TCL + FD&D +LOH as necessary).
* Close the file as per C/P. final hire statements for TC and final freight invoice for VC.
* Any other jobs given from time to time

September 2014 to October 2017 worked as Operations Executive in **Multiply Overseas General Trading LLC (Coal Trading) *–* Dubai (UAE).**

* Preparing daily updates of all the vessels.
* Manage vessel operations for 15-20 vessels ranging from Handymax to Capesize that are fixed on voyage Charter.
* Liaison with Owner’s/brokers/Shipper’s/ load Port & disport agents for smooth operation.
* Negotiating points with owners in the recap for every shipment and preparing open book calculation if vessel is diverted to other port or two port discharge.
* Ensure vessel nominated to receiver and declaration of disport to Owner’s.
* Coordinate with contract team for shipping instructions and confirm draft BL in order for issuance/ take care of switching BL where required.
* Communicate with P&I club in case there is any stevedore damage and follow up with all the concerned parties if any survey needed to be done.
* LOI submission and follow up on necessary documentation at discharge port.
* Initial Freight Invoice payment, laytime calculations and Final Freight Invoice settlement with Owner’s & Shipper’s.
* Resolves administrative problems by coordinating, preparing reports, analyzing data and identifying solutions. Inspecting incoming and outgoing shipments and track them using database entry

Feb 2008 to August 2014 worked as Sales Assistant in **Arabian Premiers Trading Company - Dubai (UAE).**

* Maintaining documentation and updating client’s data base. Making sure the customer /clients data base is systematic in software as in records. Following Customer E-mails and other Requests.
* Responsible for giving job training to new associates in the team.
* Participating in company exhibitions and selling the machines/products and visiting customers outside UAE to give training and information about the product.
* Attending all the indoor/outdoor customers and explaining them about the products.
* Answering calls and explaining the customers about the new products.

Feb - 2006 to Dec -2007 worked as collection agent in **Adventity BPO *–* Mumbai (India)**

* Handle a high influx of in-bound and out-bound calls pertaining to the reconciliation and collection of delinquent accounts.
* Convincing customers for the payment and even handling the frustrated callers in a good manner and achieve the given target.
* Maintaining and running a portfolio of accounts in a way to maximize gainful sales and reduce bad debt losses.
* Resolves problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions. Effectively negotiated payment arrangements.

**Declaration**

I hereby declare that all the above mentioned details are genuine and to the best of my knowledge.

Thanking You

Sincerely

**Melwin**