

Curriculum Vitae

Position Applied For – Marine Operations/Logistics Supervisor

Arshad Mohammed

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Career Objective:

To accept a challenging career in the organization, this will give me an opportunity to work with dedication and commitment to quality as primary objective.

Education Qualifications:

- Master of Business Administration from Jawaharlal Nehru Technological University.
- Bachelor's in commerce from Osmania University.
- Intermediate from Board of Intermediate, Hyderabad.
- Secondary School Certificate from Board of Secondary Education, Hyderabad.
- Diploma in Computer Application

Offshore Certification

- BOSIET with EBS
- Seamen's Book (Issued by Commonwealth of Bahamas)
- Basic H2S (Expired)

Have excellent working Knowledge in.

- MS Outlook (Professional)
- MS-office Include Word, Excel, Power point.
- Typing higher grade.
- SAP (Basic)
- MOM System (Saudi Aramco Marine Operations System)
- Oracle Fusion

Project Profile:

Studied the role of stock exchange with emphasis on ICICI Direct, portfolio management and role of securities in a detailed manner, to measure the risk and return of portfolio and to select optimal portfolio by practical study of some selected scripts like BEHL, HCL, INFOSYS, WIPRO and HERO HONDA.

Work Experience in Saudi:

Company : **Rawabi Vallianz Offshore Services Company**
Client : Saudi Aramco
Position : Marine Operations Coordinator
Duration : Feb-2023 to Till Date

Duties and Responsibilities at Rawabi

- QSI (Quarterly Safety Inspection) Keep Maintain QSI Consolidated sheet up to date.
- Keep Tracking QSI Reports on daily basis.
- Keep update QSI findings in the Aramco MOM System.
- Obtain QSI CAP (Closure Action Plan) Reports from the vessels and update Sheet and MOM System.
- Follow up Port Captains and Port Engineers to Close out the deficiencies.
- Coordination between Vessels and PC/PE to Keep update the MOM System for QSI.
- Keep up to date defects tracking report daily.
- Weekly update defects tracking report and distributed to shore support team on weekly basis.
- Daily/Weekly/Monthly Report to Aramco
- Meals and Accommodations Submissions to Aramco.

Company : **Subsea7**
Client : Saudi Aramco
Position : Marine Operations Administrator
Duration : Jan-2017 to Oct-2019

Duties and Responsibilities at Subsea7

- PC/PE's CV submission to Aramco prior to approval.
- Marine gate passes requests to Aramco.
- Procurement requests, PRs, POs to be raised and follow up with the buyers.
- POs expedition with the buyers.
- Coordinating with local workforce agencies, bargain and hiring skilled manpower from local agencies and demobilization process after completion of work.
- Work on Operations Logistics to expedite the deliveries.
- Arrangement of service agreement between Company and Vendor (third party) according to Jubail Commercial Port activities.

- Offshore Crew Mobilization/Demobilization, arranging Crew boat for crew rotation.
- Maintain Saudi Aramco publication up to date (MIM's, GI's, Nautical charts etc.) to provide on new vessel mobilized.
- Update day to day marine spread report, vessel's location and their activities and provide to all Managers and Crew.
- Maintain Saudi Aramco publication up to date (MIM's, GI's, Nautical charts etc.) to provide on new vessel mobilized.

Company : **GUSAT Construction Company**
 Client : SADARA (Saudi Aramco Dow Arabia)
 Position : Site Administrator
 Duration : Jan-2013 to April-2015

Duties and Responsibilities at GUSAT

- Coordinating with local workforce agencies, bargain and hiring skilled manpower from local agencies and demobilization process after completion of work.
- Work on Operations Logistics to expedite the deliveries.
- Make the teams with supervisors/foremen and giving tasks and instruction to them on the daily basis.
- Coordinating with the Logistics team to provide material end user in time.
- Arranging weekly meetings for Project and operations status.
- Planning and scheduling for the daily Operations daily.
- Prepare and follow up RFI's to timely inspection to be done.
- Weekly report presentation to the client.
- Keep the all the inspection Ex. Mechanical, Welding reports for proper tracking.

Company : **Eastern Province Cement Company**
 Client : EPCC Cement
 Duration : Oct-2012 to Jan-2013

Duties & Responsibilities at EPCC:

- Procurement requests, PRs, POs to be raised and follow up with the buyers.
- Pos expedition with the buyers.
- Coordinating with local workforce agencies, bargain and hiring skilled manpower from local agencies and demobilization process after completion of work.
- Work on Operations Logistics to expedite the deliveries.
- Make the teams with supervisors/foremen and giving tasks and instruction to them

on the daily basis.

- Coordinating with the Logistics team to provide material end user in time.
- Arranging weekly meetings for Project and operations status.
- Planning and scheduling for the daily Operations daily.

Work Experience in India

- Worked as an Admin Assistant at ICICI BANK LTD from 17th December 2011 to August 2012 Worked on personnel loans and home loans.
- Worked as an Insurance Agent at Religare Private LTD from September 2009 to November 2011.

Strengths:

- Zeal to learn, Quick grasping, Self-Motivation
- Effective communication skills
- Business development skills
- Able to collaborate with team or Individual.
- It can be worked under pressure.
- I can be able to manage new challenges.

Personal Information:

- Date Of Birth : 15-August-1984
- Nationality : INDIAN
- Marital Status : Married
- Languages known : English, Arabic (Basic), Urdu & Telugu.

(Arshad Mohammed)