



# BIJU SANKAR

## CONTACT

Al Ghuwair -Sharjah, UAE 6653

**Mobile:** +97155 7976303

bijupovil@gmail.com

**WWW:** linkedin.com/in/biju-sankar-35b50637

## EDUCATION

September 2009

MBA: Human Resources Management  
& Marketing

**Mahatma Gandhi University**, India

August 2004

Bachelor of Science: Chemistry  
**University of Calicut**, Kerala

## CERTIFICATIONS

- IOSH ( INSTITUTION OF OCCUPATIONAL SAFETY &HEALTH ) MANAGING SAFETY -ENERTECH QATAR.
- CERTIFICATE OF PROFICIENCY IN COMPANY SECURITY OFFICER (CSO)- ECMT-B.V.
- INTEGRATED MANAGEMENT SYSTEMS (QHSE) AUDITOR TRAINING . ISO 9001:2015,ISO14001:2015 AND ISO45001:2018 STANDARDS- BUREAU VERITAS.
- ISM CODE DESIGNATED PERSON / INTERNAL AUDITOR- BUREAU VERITAS.
- INTERNAL AUDITOR ISM-ISPS- MLC-BUREAU VERITAS.

## PROFESSIONAL SUMMARY

Experienced Marine Operations and Crewing Manager with over 19 years of expertise in managing offshore crewing operations in UAE, Qatar and KSA. Proven track record of delivering results for major oil and energy clients, including Aramco, ADNOC, QatarEnergy, North Oil Company,ONGC. Skilled in crew recruitment, compliance with international maritime regulations (MLC, STCW), and optimizing operational efficiency. Certified in Crew Management and Human Resources with strong leadership, problem-solving, and negotiation skills.

## SKILLS

- Strong Organizational Skills
- Detail-Oriented Data Management
- Project Management Coordination
- Operational Strategy Development
- Effective Project Coordination
- Complaint Resolution
- Client Support
- Strategic Decision-Making
- Team Leadership
- Regulatory Standards Oversight
- Adaptability to Change
- Professional Training Programs

## WORK HISTORY

July 2024 - Current

**Senior Crewing Coordinator, *Atlantic Maritime Group FZE***, Sharjah, United Arab Emirates

- Spearheaded the end-to-end management of crewing operations for a fleet operating in the Middle East, ensuring timely crew changes, compliance with maritime laws, and alignment with company objectives
- Managed the recruitment and deployment of crew for diverse vessel types, including SP Jack-Up Barges, Seismic Survey Vessels, PSV DP2, and AHTS Vessels, ensuring full compliance with oil major standards such as Aramco,Adnoc and Qatar Energy
- Implemented crew performance management and retention strategies, leading to a 92% improvement in crew retention rates
- Planned and coordinated essential offshore training programs, including OPITO H2S, BOSIET, HERTM, HERTL, HDO, and HLO, ensuring crew members on Jack-Up Barges and offshore vessels comply with industry safety and operational standards
- Maintained strong relationships with clients and contractors, adapting crewing strategies to meet project-specific demands and ensuring high levels of client satisfaction

December 2012 - July 2016

**Operations Superintendent/Alternate DPA/Deputy CSO/Offshore HR, *Allianz Marine Services LLC*, Dubai, U.A.E**

- Ensuring Company owned and managed vessels are operated in a safe, efficient and economical manner and in full compliance with Class and Statutory regulations
- Ensuring that all mandatory procedures i.e Tool box talks, Risk assessments, permits to work, hot work permits etc., are used effectively and filed for audit purposes
- Initiated Management Review and Master's Review of the Safety Management System as per requirements of the International Safety Management Code.
- Monitoring Daily Progress Report(DPR) in relation to vessels operations.
- Efficient implementation of the SMS reporting system from vessel and shore Based personals.
- Managing and following up on any emergency or other cases that require medical treatment and / or hospitalization /repatriation as per Company emergency procedure.
- Planning and Coordinating Maintenance, Repairs, Dry-Dockings, Surveys and Vetting etc.
- Monitoring Daily Progress Report(DPR) in relation to vessels operations

November 2009 - December 2012

**Operations Assistant, *InterMarine Sharjah Ltd*, Sharjah, U.A.E**

- Developed a tracking system for safekeeping of all Vessel Documentation including copies of Class, Statutory, Insurance, Ship drawings/plans and also Ministry related certificates like Minimum Safe Manning, Ship Station License, Exemption Certificate and Navigational License
- Arranging with Agents for Berthing and clearing of Vessel and Dry Dock formalities
- Responsible for crew recruiting, repatriation arrangements and liaising with manning Agents worldwide
- Coordination with all Government Departments of UAE like Immigration, Free Zone Govt, Ministry, National Transport Authority, Customs, Embassies etc
- Managed day-to-day department operations with effective workflow coordination.

April 2007 - October 2009

**Administrative Coordinator, *InterMarine Sharjah Ltd*, Sharjah, U.A.E**

- Preparing Documents for queries during office Audit
- Assisting DPA in day-to-day operations (Paperwork, Computer, Filing)
- Arranging Air Tickets, arranging assistance at airport and Hotel stay and thereafter transportation to Office/Vessel/or Airport as required
- Giving a briefing to Officers and all Crew regarding the Company policies, specially Drug & Alcohol and personal & environment safety policies on board the vessel
- Preparing & approving offer letters, and Seaman contracts, to be signed by crew before boarding the vessel
- Arranging Shore passes, medical assistance for crew when required

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
- Research, price, and purchase office furniture and supplies
- Maintained a well-organized filing system to ensure easy access to important records and documents.

September 2005 - March 2007

**Document Control Officer, *InterMarine Sharjah Ltd*, Sharjah, U.A.E**

- Arranging Seaman Visas and other Service Visas for Signing on Crew, after making sure that their Certificates, Medical Fitness and Travel documents are all in order
- Monitoring of Certificates, Endorsements, Passports, Seaman Book, and Medicals etc for expiry
- Arranging Flag State Endorsement for Officers / Ratings
- Assisting Operations Manager preparing Vessel Daily & Monthly Report
- Arrange Annual Inspection, Renewal and Certification of LSA/FFA items (Life rafts, Fire Extinguishers, EEBD, BA sets, CO2, Pyrotechnics); Issue LPO on basis of their quotation
- Arrange Annual Inspection, Renewal and certification of Automation Jobs ( H2S, Personal H2S Gas Monitor, Fire Alarm Systems, Engine Alarm Systems, Bilge Alarm); Issue LPO on basis of their quotation

## **ADDITIONAL INFORMATION**

### **DRIVING LICENSE**

Driving license category: UAE , QATAR AND INDIA LICENSE.