



## PROFILE

A result-oriented professional having extensive knowledge and experience in Shipping operations, analysis, and logistics obtained by working with various Shipping Lines / Principals. Experienced at organizing and collaborating with colleagues in a team-oriented setting to maximise efficiency. Special forte being multi-tasking to complete different things using minimal manpower while paying detailed attention to achieve positive results in a timely and professional manner.

## CONTACT

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# MICHAEL ASHEY RUFUS

Sr Operations Executive

## EDUCATION

BACHELOR OF ARTS FROM MUMBAI UNIVERSITY

## WORK EXPERIENCE

SEA PROSPER SHIPPING L.L.C - DUBAI (UAE) - SENIOR OPERATER  
2023 onwards  
DRY, GENERAL & BREAK BULK  
(GENERAL & BREAK BULK AT JEBEL ALI & MUGARRAQ PORTS (PART TIME).

SHREE SAMARTH KRUPA SHIPPING & LOGISTICS CO - MUMBAI INDIA SR.  
EXECUTIVE OPERATIONS  
2022 - 2023  
Tankers, Dry, General, Break Bulk & RORO.

INTEROCEAN SHIPPING (INDIA) PVT. LTD - MUMBAI - SR. EXECUTIVE  
OPERATIONS  
2006 - 2021  
Dry, General & Break Bulk.

SHARAF SHIPPING AGENCY LLC – UAE – OPERATIONS EXECUTIVE  
2004-2006  
Tankers & General Cargo

J M BAXI & CO. - MUMBAI INDIA - EXECUTIVE OPERATIONS  
1994 - 2003  
DRY, GENERAL, BREAK BULK, TANKERS & CRUISE LINERS.

## SKILLS

- ORGANISATIONAL / MANAGEMENTAL SKILLS, SELF-CORRESPONDING, EXCELLENT VOCABULARY AND COMMAND OF THE ENGLISH LANGUAGE, STRICT PUNCTUALITY
- ALWAYS READY WITH A BACK-UP PLAN

## Responsibilities:

Apart from handling Dry Bulk, Break Bulk, General Cargo and Ro-ro vessels; owing to my expertise in handling Tanker vessels calling at Mumbai Port, Inner Anchorage (for discharge operations into barges, at times involving double banking), Chemical and Petroleum jetties and other Minor Ports both at East and West Coast of India to discharge/Load various grades of cargoes such as Bitumen, Edible and Palm Oil, Lube Oil, Methanol, Molasses, LPG grades Butane and Propane, HSD, MS, Crude etc. was entrusted with responsibility for carrying out all important communication, correspondence and interaction with Principals, Ship Master's, Port Officials, Shippers, Consignees, Vendors, Surveyors, Terminal Officials etc and maintaining a good rapport and relation with, while also handling the below said activities for all vessels calling under our Agency :

- Acceptance and acknowledgement of Agency appointment.
- Sending EPDA, Pre-arrival notification and requirements to Principals, Vessel Master's and following up on same.
- Attending Port meetings.
- Ensuring smooth berthing of vessels without any delays by declaring vessels with the Port authorities and updating them daily of vessel's ETAs.
- Liaising with concerned authorities regarding berth allotment and berthing prospects while updating Principals and Vessels regarding the Port parameters, draft restrictions, Customs requirements, etc.
- Uploading all pre arrival required documents in the Port Communication System (PCS) and submitting same as required by Authorities of respective Ports.
- Sending punctual and accurate updates to Principals and Master giving a daily line-up of all vessels due, with their ETA, ETB and ETD and or any changes in schedule if anticipated
- ETA notices to Shippers, Consignees, Terminals.
- Liaising daily with Agents.
- Ensuring all pre arrival documents are in order to avoid any delays in berth allotment, berthing or any other reason that could affect prompt berth allotment, berthing, and fast and safe turn around of the vessel.
- Closely co-ordinating and delegating work to team for quick Boarding of the vessel for Documentation and inward clearance formalities.
- Coordinating for obtaining all Port related permissions like carting, stacking, storage and shed space, trucking, shifting etc. for both import and export cargoes.
- Checking out and following instructions for release of cargo upon issue of Delivery Orders.
- Liaising closely with Port Marine Department for vessel movements and obtaining the Time of arrival, anchored, Pilot arrangement, boarding time etc and promptly intimating all concerned including Principals and Master.
- Meeting Master and Crew requirements, if any, and ensuring there are no lapses and delays in meeting their requirements.
- Look into and solving problems, if any, faced by Master and Crew.
- Prompt and punctual updates to Principals during vessels Port stay and cargo operations.
- Ensure smooth clearances from officials of various authorities like, Port, Marine, Immigration, Customs, Port Health, etc...
- Preparation of Statement of Facts and co-ordinating for all outward clearances without delay and ensuring all departure and sailing documents acquired and in order.
- For export loadings upon receiving instructions; prepare, sign and release Bill/s of Lading and Manifest.
- Ensuring prompt clearances of vessels if at all detained by the Port State Control
- Ensure smooth, safe and fast turnaround of vessels
- Owing to good interpersonal relations with various Agents, Surveyors, Terminals and Clients, compiling and maintaining statistics and data of Tankers.
- Self was specially assigned to handle vessels discharging steel coils of one of our esteemed Principal TMIL where careful and in-depth planning for berth and shore mobile cranes had to be done since invariably the coils in 1 or 2 holds would invariably weigh above the SWL capacity of ships cranes.
- 24x7 monitoring of vessels during their Port stay.