



MUHAMMAD FAROOQ

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EDUCATION

● **MASTER OF PROJECT
MANAGEMENT**

SHAHEED ZULFIKAR ALI
BHUTTO INSTITUTE OF
SCIENCE AND
TECHNOLOGY, KARACHI
2020

● **BACHELOR OF
ELECTRICAL
ENGINEERING**

INSTITUTE OF
BUSINESS
MANAGEMENT (IOBM),
KARACHI
2019

LANGUAGES

English

URDU

HOBBIES

- Active Member In Social Events.
- Reading • Mentoring

LINKS

Linkedin:
<http://www.linkedin.com/in/muhmmad-farooq>

ABOUT ME

● Experienced Operation Executive with a handling of Dry/Break Bulk Cargo vessels in the Commercial department as Port Agent. Skilled in Organize, coordinate and oversee all Port Calls, Booking berth allocation, conduit between shore and vessel, act as third party for owner interest, marine safety management, fulfill commercial & statutory requirements.

WORK EXPERIENCE

● **COMMERCIAL DEPARTMENT | DEC 2020 - SEP 2023**

ALPINE MARINE SERVICES PRIVATE LIMITED, KARACHI

Roles & responsibilities

- Handling Commercial operation of Dry/break Bulk Cargo vessels as Port agent.
- Coordinate with ship owners' / charterers for all matters.
- Manage vessel operation activities day to day.
- Monitor all en-route, arrived / berthed vessels at Ports.
- Schedule / Plan vessel line up for smooth operation activities for met milestones / Coordinate with concern for issuing NOC.
- Support P&I Corresponded to settle all kind of claims.
- Nominated port agent for handling bunker / condition survey.
- Assist field Survey's for executing operation including initial / final draught survey.
- Perform Crew handling, Spares delivery, Provision supply with vendor / custom clearing agents.
- Meeting and assist with stakeholder for the improvement to company interest.
- Assure custom formalities for inward / outward vessel documentation formalities / IGM Filing / Prepare Bill of Lading / Issue Delivery order.
- Create Port Disbursement Account (PDA) and Manage settlement of Final DA / Invoicing.
- Provide Statement of Facts inclusive time log, arrival / Sailing bunker Draught, stoppage.
- Feedback to Customer queries.
- Comply with owners / charterer / master for voyage safety instructions / Port Parameters.
- Provide / update stakeholders of about their vessels Line up, berthing prospect basis ETA, transit from loading ports by utilizing other resources.
- Vetting ship pre requisite documents such as stowage plan, particular & BL's.
- Ensure KPIs and follow up for timely reporting.

● **PRODUCTION DEPARTMENT | JUN 2019 - JUL 2019**

BULLEH SHAH PACKAGE PRIVATE LIMITED, KARACHI

Group of (Packages Limited): Internee from June 1, 19 - July 10, 19

Production Department :

Key Responsibilities:

- Assure Quality Assurance via Checklists & Quality Control of curtain packaging box through tools.
- Managing project deliverables in line with project plan.

SKILLS

Microsoft Office

Microsoft Project

Quality Assurance

Planning

Procurement

Primavera (Software)

Risk Management

Quality Management

Procurement Management

Risk Management Planning

Negotiation

Quality Control

Project Documentation

- Perform Waste Analysis by recycling, manufacturing, distributing through usage of raw material.
- Working closely with the stakeholders to ensure the project.
- Monitoring project progress and performance.



ENGINEERING | JUL 2018 - AUG 2018 - Internship

ORIENT ENERGY SYSTEM (PVT.) LTD. KARACHI

Responsibilities:

- Experience of the application of various generators, Chillers, Circuit wirings, project execution and perform duties assign by management.
- Preparing of schematic and wiring diagram for various switch gear panel Such as LV, HV drive.
- Responsibilities of single line diagram, Relay diagram AC, DC Circuit.
- Project tracking for all sorts of project documentation.
- Set-up and wire control panels.
- Understanding Electrical Cable Sizing, Earthling, calculation, Cable tray routes selection.

Reference: Will be furnished upon request.