



# 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/muhammad-farooq>

## ABOUT ME

● Experienced Operation Executive with a handling of Dry/Break Bulk Cargo vessels in the Commercial department. 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

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

ALPINE MARINE SERVICES PRIVATE LIMITED, KARACHI

### Operation Executive:

Roles & responsibilities:

- Coordinate with Master /ship owners' / charterers for all matters.
- Experience in handling Bulk carrier of Grain, Coal, Agrifood, Cement/Clinker, Project, & General Cargo etc.
- 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 - Internship

BULLEH SHAH PACKAGE PRIVATE LIMITED, KARACHI

Group of (Packages Limited)

Responsibilities:

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

## SKILLS

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Microsoft Office

Microsoft Project

Quality Assurance

Negotiation

Risk Management

Quality Management

Procurement Management

Risk Management Planning

Communication

Team Leading

- 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.**