

SHIVANI SHINDE

VESSEL OPERATOR - DRY BULK

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SUMMARY

Dry Bulk Vessel operator with 5 years of experience in postfix operations. Good understanding of charterer party terms, Voyage charter, Time Charterer vessel operation. Demonstrates strong team collaboration skills and contributes effectively as a valued team member. Committed to maintaining the highest standards of service and efficiency in operations.

EXPERIENCE

Vessel Operator

Bernhard Schulte Shipmanagement Pvt. Ltd *Nov 2023 - Present*

- Provide commercial and operational support to owned vessels.
- Ensuring that vessels are performed in compliance with relevant contract, considering the commercial strategy.
- Monitor vessel performance including speed and consumption and cargo handling efficiency, to identify opportunities for operational improvement and cost saving.
- Take effective measures to avoid potential off hire situation, time lost, additional cost.
- Maintain close coordination with technical team ensuring smooth schedule for dry dock, repairs and survey.
- Prepare hire statement and ensure timely collection of outstanding amount from charterers.
- Coordinate additional war risk coverage, Armed Guard arrangement when vessel calling high risk area.
- Monitor the timely and qualitative execution of cargo hold cleaning activities.
- Arrange supply of cargo hold cleaning equipment for the vessel as required.
- Handling commercial claim, cargo damage claim and charterer party dispute.
- Maintain effective communication with Master, Charterers, Broker, port agent to ensure smooth execution operation and address any issues or concerns in a timely manner.

Senior Vessel Operator - Dry Bulk Division

K Line India PVT LTD *Dec 2021 - Nov 2023*

- Review the terms and conditions of the agreed charterer party and take care that all requirements are being followed and fulfilled.
- To prepare and issue voyage instructions and general instructions to the ship.
- Sending agency appointments to designated agent and negotiating the Port charges and other costs.
- To Issue sailing instructions to the vessel.
- Paying port disbursement before vessel arrival in the port and finalizing Final Disbursement in timely manner.
- Appoint whether routine company for optimum route.
- Coordinate with Master to finalize cargo intake, bunker consumption, sea route.
- Planning bunker supply considering various factors and ordering bunkers to be supplied at the designated port.
- Monitoring daily noon report and vessel performance at sea.
- Prepare freight invoice, laytime calculation and ensure collecting payment including demurrage and dispatch.
- Timely hire payment & collecting hire in accordance with the terms of agreed charterer party.
- Confirm Mate Receipts, Draft BLs and releasing same to relevant party.
- Coordinating with master on cargo hold cleaning, arranging hold cleaning Chemicals & Paints as required.
- Assist chartering team in voyage fixing, keeping Chartering PIC informed on the vessel open position.
- Close co-ordination with Master, Agents, Brokers, Charterers, owners for smooth operations.
- Ensuring optimal vessel's operations to minimize operating costs.

- Prepare P&L report for voyage.

Operations Executive

Suisse Atlantique *Aug 2021 - Oct 2021*

- Assist chartering team to liaise with Master, Head owners in finalization of various fixture.
- Liaise with designated agent for obtaining port information / cost draft restrictions / canal transit schedule / delays.
- Review clean recap and base CP from chartering team once contract has been concluded.
- Ensure all ports in VESON voyage are correctly entered.
- Ensure CP terms and other vessel details, speed and consumption are correct in VESON voyage.
- On/off hire survey arrangement.
- Monitor daily noon reports, vessel schedule and voyage itinerary, Bunker ROB, Cargo Handling details in VESON.
- Verify Mate receipt and draft BL from agent.
- Prepare freight invoice, laytime calculation.
- Prepare LOI as and when required.
- Maintain hire statement for time charterer vessel.
- Record on/off hire bunker as per survey.
- Prepare final hire statement upon redelivery.

Commercial Assistant

Campbell Shipping PVT LTD. *Sep 2019 - Jul 2021*

- Assist Post fixture team in day to day operation of all time charterer vessel.
- Voyage Operations management software: (vessel position/distance run/ bunker rob/ bunker lift quantity/ cargo handling)
- Monitor vessels' position and maintain Fleet position report.
- Coordinate with P&I club to arrange Pre-loading & outrun survey when required.
- Prepare Hire statement and follow up with the charterer for any discrepancy.
- Follow up on commercial recoverable, stevedore damage and IHC (Intermediate hold cleaning) with charterers and ensure recovery of outstanding amount.
- Check Draft BL, Mate receipt, LOI.
- Arrange On/Off hire survey when required.
- Laytime calculation in accordance with CP term
- Process P&I, H&M Insurance, and other commercial invoices.
- Maintain Baltic Exchange Sheet for market hire rate vessel.
- Prepare FHS after completion of TC period.
- Calculate Brokerage commission and process invoice accordingly.

HSEQ Department

- Liaise with Master, Agent, and Account team to connect CTM on board.
- To review charts/ publication requisition and Connect publication to the vessel.
- Keep track of Charts and Publication budget.
- Creating REQ, RFQ, PO, Invoice for the vendors of HSEQ & Postfix in the system.
- Update ISM and other documents in the system.

EDUCATION

Professional Qualifying Exam

Institute of Chartered Shipbrokers *Mar 2022*

Post Graduate Diploma in Shipping Management

Narottam Morarjee Institute of Shipping, Mumbai *Jun 2017 - Mar 2019*

BA

D.G. Ruparel College of Arts, Science and Commerce *Jun 2013 - May 2017*

SKILLS

- Willing to take more responsibility
- Ability to learn new things quickly
- Ability to pay attention to detail
- Able to work under pressure

LANGUAGES

English	Marathi
Hindi	

ACHIEVEMENTS

Graduated with a first-class in Shipping Management.

Achieved 2nd Rank in the combined Examination of Fellowship and P Post-Graduate Diploma in Shipping Management Final year.

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I confirm that the above information is true and correct to the best of my knowledge.

Date:	Signature
Place: Mumbai	Shivani Shinde