



TABREZ AZAM

OPERATIONS ASSISTANT

CONTACT

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D.O.B.: 06th April, 1996

EDUCATION

2014

Intermediate

St. John's Sr. Sec School

2017

Meerut College

Bachelor in Arts

2021

Dewan Group of Institutions

Bachelor of Law

SKILLS

- Laytime and Demurrage Calculations
- Communication
- Team Work
- Problem Solving
- Time Management
- Adaptability

WORK EXPERIENCE

January 2024 - Till Date

GMS Leadership (Kyra Global Marine Services DMCC)



OPERATIONS ASSISTANT

- Regular Monitoring of Cargo Load/Disch Ops.
- Responsible for daily monitoring of vessel's performance (Speed, Consp. RPM/ Weather).
- Updating daily vessel's position list - Load/Disch Port, Cargo Carried, ETA/ETB/ETDs, Transit Port (if any).
- Creating a daily noon report sheet for discrepancy in speed and consumption for fleet of our 25 vessels. Reporting the same to the respective superintendent.
- Co-ordination with master regarding the compliance of weather routing companies instructions.
- Creating voyage analysis report after every voyage Total avg. (Speed Consp, RPM.)
- Daily bunker consumption analysis.
- Liaise up with the Local agents to provide Fresh Water for smooth intake.
- Responsible for creating daily bunkering sheet for fleet of 25 bulk carriers.
- Collection of BDNs and attaching the same in our ERP system DANAOS.
- Daily Monitoring of lube oil consumption and ROBs and reporting any discrepancy to the respective technical superintendent of the vessel.
- Creating a Weekly Post DRY Dock Vessel performance sheet.
- Daily Monitoring of Cargo Hold Gas Records for Vessels carrying Coal Cargo.
- Daily Monitoring of Cargo Hold Bilges records for Vessels carrying Iron Ore and Coal Cargo
- Daily monitoring of Fresh Water Production Consumption and ROBs.
- Liaise up with Local agents to provide Fresh Water for smooth intake.
- Responsible for getting the checklists filled by Master - Cargo Familiarisation Checklist.
- Daily working on operations module in ERP system DANAOS assisting and providing training to the vessels to operate the same.
- Submission of data to class ABS websites for the generation of CII ratings for the vessels.
- Collection of SOFs from agents and updating the same in our ERP system (DANAOS).
- Collection of BLs and attaching the same in our ERP system.
- Monthly collection of CH cleaning material and paints inventory and liaising up with procurement team for supplying the same.

July 2022 - December 2023

Walharf Commodities Pvt. Ltd.

SHIPPING EXECUTIVE



- Responsible for getting competitive rates from freight forwarders.
- Negotiating the rates.
- Taking quotes from insurance company for the shipped cargo.
- Responsible for the preparation of shipping documents.
- Responsible for preparing invoices for shipped cargo.
- Responsible for auditing the invoice received from shipping lines.
- Shipment tracking for convenient delivery.
- Handling custom clearance.
- Monthly shipment report preparation.