



# VIGNESH A

**Port & Vessel  
Operations Executive**

**Post Fixture  
Operations  
Executive**

+971526897115

vigneshas64@gmail.com

Karama, Dubai

## KEY SKILLS

### Soft Skills:

Computer literate.

Data analysis.

Self-confident.

Critical thinking.

Problem-solving.

Attention to detail.

Time management.

Service orientation.

Prioritizing, flexibility.

Effective communication.

## PROFILE SUMMARY

To work in an organization which offers continuous challenge and excellent growth prospect, where I can contribute significantly to organization through my conceptual and technical skills. Proactive customer service and documentation executive with resolve to remain calm under extreme pressure. Handles complex cases with expert problem-solving skills.

## PROFESSIONAL EXPERIENCE

### Commercial Sales Representative - Dry Bulk Shipbroker

SEASPEED MARINE MANAGEMENT

FEB 2023 – MAY 2023

#### Process specialist of Commercial Sales

- Preparing Pre-Voyage Estimates with all related costs and expenses occurred during voyage
- Preparing Analysis Reports for chartering department
- Working on tonnages suitable for business requirement
- Making arrangement of commercial employment for the time/Voyage chartered tonnages
- Communicating and negotiating Freight/Hires and Charter Party Terms with the Charterers and Vessels Owners
- Establishing new business relationships with Vessel Owners and

### Operations & Post-Fixture Executive

DA DESK FZ-LLC (MARCURA GROUP)

JAN 2020 – DEC 2022

#### Process specialist of Customer Service Coordination, Operations & Documentation.

- Handling Dry bulk and Tanker vessels
- Carried out Operational activities from Load port to Destination port safely and efficiently in line with port requirements.
- Providing voyage instructions to the Master on behalf of the owner.
- Coordinate with port Agents to obtain and review information's pertaining to vessel and cargo operations.
- Coordinate and followup with Master and Agent to diligently monitor and supervise cargo Load/Discharge operations and to finalize necessary documents.
- Scrutiny of Final disbursement account.
- Co-ordinate with Owner to receive the final charter party agreement processed for lay-time calculation.
- Handled live chat queries within strict timeframe targets.

Technical Skills:

Microsoft Office

Outlook

Technical & Operational skills in Operations.

Experience in Data handling & Shipping Software (MICROSOFT DYNAMIC, TALLY 9 ERP, DF TOOL, LT TRACKER, RT TOOL & CARGO NET)

LANGUAGES

Tamil

Malayalam

Hindi

English

ACTIVITIES & INTERESTS

Story writing

Cricket & Badminton

Music & Dance

Social Media

PERSONAL DETAILS

Date of Birth: 2405-1996  
Father’s Name: Antony E  
Mother’s Name: Sara Antony  
Gender: Male  
Nationality: Indian  
Passport No: P5365196  
Visa Status: Visit Visa  
Marital: Single  
Joining: Immediate Joining

- Responded to owner queries and provided excellent customer service.
- Documentation and Storage of all voyage related information.
- Prepared, completed, and despatched accurate, detailed vessel, cargo documentation and Laytime calculation to Vessel Owner.
- Prepare daily/weekly/monthly reports to customer and upper Management.

TRAININGS & PROJECT UNDERTAKEN

CHARTERING & VESSEL OPERATIONS

SIVA BULK DMCC

MAY 2018 – JUL 2018

Project Description:

- Familiarization with ship chartering and vessel operations.
- Dry bulk market and chartering market.
- Handy size vessel charter operations in Atlantic and Baltic regions

SEAFOOD LOGISTICS & SUPPLY CHAIN MANAGEMENT

SAN MARINE EXPORTS

JUN 2015 – JUL 2015

EDUCATION

MASTER OF BUSINESS ADMINISTRATION  
(PORT AND SHIPPING MANAGEMENT)

UNIVERSITY OF PETROLEUM AND ENERGY STUDIES (2017-2019)

BACHELOR OF BUSINESS MANAGEMENT  
(LOGISTICS & SHIPPING MANAGEMENT)

AMET UNIVERSITY(AMET BUSINESS SCHOOL) (2013-2016)

DIPLOMA IN EXPORT-IMPORT MANAGEMENT

AMET UNIVERSITY(AMET BUSINESS SCHOOL) (2013-2014)

DECLARATION

I hereby declare that all the above furnished details are true to the best of my knowledge.

VIGNESH A