



## **CURRICULUM VITAE**

**Name : ABDUL ZAKARIYA**

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**Mob Number : 055-9110137**

### **OBJECTIVE:**

To work in challenging environment and to be a part of a team involving myself giving the expected result and in addition to contribute toward the growth of the organization through ideas and skills.

### **EDUCATIONAL QUALIFICATION:**

- Master Degree (**MBA**): Sikkim Manipal University, India.
- Bachelor Degree (**B. Com**): Mangalore University, India.
- Pre-degree (**PUC**): Bangalore Educational Board, India.
- High Secondary School (**SSLC**): Karnataka Educational Board, Bangalore. India.

### **WORK EXPERIENCE:**

#### **TOTAL SHIPPING FIELD EXPERIENCE IN UAE - 11 YEARS**

**Company Name : GREAT ALLIANCE SHIPPING AGENCY, DUBAI**  
**Position Held : SENIOR OPERATION EXECUTIVE**  
**Duration : 02 YEARS (From January 2022 TO March 2024)**  
**Duties & Responsibilities :**

- Sending shipping arrival notice to all Box agents to update in Dubai Trade prior to cut off.
- Issuing the NOC to the BOX agent.
- Prepare and send discharge and Load summary to DPW input section.
- Coordinating with sales team for vessel booking, preparing and finalizing load list before cutoff, once final load list ready, sending to vsl Capt and planner to prepare load plan .
- Prepare and send Load plans to DPW advance planner.
- If vessel parties requested Fuel and Fresh water, coordinating with port authority to arrange it.
- If vessel get break down during operation, coordinating with port and arranging layby berth to until vessel get ready.
- If vessel get ready after break down, arranging NOC from EHS and Marine department to sailing of the vessel.
- Based on the Charterer instruction amending the berth schedule and coordinate with berth planner to get the best ETB.
- If vessel need surveyor, arranging NOC from EHS.
- If vessel need any spare Parts, coordinating with supplier and arrange noc for them.
- If vessel owner requested Bunker supply, arrange the noc from EHS and Marine dept and arrange it.
- Any operation delays due to planning changes, coordinating with Port and resolve it.
- Coordinating with boarding representative to complete inward and outward formalities.
- For vessels calling for Loading or Discharge Operations - Update all parties concerned, Port authorities / Terminals/box agent /Charterers with vessel ETA, ETB, ETC and ETD.

**Company Name : DP WORLD – DUBAI**

**Total Work Exp : 09 YEARS**

**Position Held : OPERATION COORDINATOR**

**Division : TERMINAL – 3**

**Duration : May 2014 to June 2020**

**Duties & Responsibilities :**

- Co-coordinating with Cargo controller regarding the delivery of the cargo, BL number, the last date of the cargo stowage and other communication.
- Co-coordinating with shipping agent regarding the vessel ETA and ETB and ETC.
- Co-ordination with vessel foreman and arranging loading cargo, transshipment and restow cargo.
- Co-ordination with management about materials status of gear store, damage and replace of the gear store items.
- Assigning Forman and Tally clerk to vessel based on priority of the vessel completion time.
- Preparing vessel reports for senior management.
- Keeping a meticulous record of shipment information.
- Supervising vessel operation staff and dividing responsibilities.
- Coordinate with advance planner about ETB in order to summaries the load plan prior to vsl berth.
- Co-ordination with clients and shippers and resolving any complaints.

**Position Held : TALLY CLERK**

**Division : DPW - GENERAL CARGO**

**Duration : Sept 2011 – April 2014**

**Duties & Responsibilities :**

- Collecting delivery order & arranging for the delivery of the goods.
- Submitting all necessary documents to concern department using the online system (**MDT**).
- Preparing the Tally sheet and arranging load& Discharge cargo with destination and BLwise.

## ASSETS:

### HAVING VALID UAE DRIVING LICENSE (LIGHT VEHICLE- MANUAL)

- ❖ License Number : 3653854
- ❖ Issue Date : 29/03/2016
- ❖ Exp Date : 05/04/2026
- ❖ Place of Issue : DUBAI

## COMPUTER KNOWLEDGE:

- ❖ Diploma of Computer Application (**DCA**)-6 Months
- ❖ Diploma in Office Automation (**DOA**)-6 Months

## LINGUISTIC SKILLS AND PERSONAL DETAIL

- ❖ Language Knows : English, Hindi, Kannada, Tamil & Malayalam
- ❖ Date of Birth : 16/08/1987
- ❖ Nationality : Indian
- ❖ Marital Status : Married
- ❖ Permanent Address : Honest Manzil, Kallugundi, Mangalore Dist., Karnataka State, India.574234

### DECLARATION

I confirm that the information provided by me is true to the best of my knowledge and belief. In view of the above I request you to be kind enough to give an opportunity to serve your esteemed organization and I shall be very thankful to you.

**ABDUL ZAKARIYA**