Harison Nagisvaran

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EDUCATION

Federation University, Master of Technology (Enterprise Systems and Business Analytics) 02/2023 – present
Expected graduation: Dec 2024 Mount Helen, Australia
GPA: 6.75/7.0

Nanyang Technological University, Bachelor of Science, Maritime Studies with Honours (Distinction) 2017 – 2021
GPA 4.12/5.0 Singapore

Erasmus University Rotterdam, Exchange Program 08/2019 – 12/2019
Modules: Maritime Law, Ship Management, Marine Insurance, Ship Ownership Netherlands

Jurong Junior College, GCE A level 01/2015 – 12/2016
RP: 80/90 Singapore

WORK HISTORY

Singhealth Polyclinic, Executive 12/2021 – 12/2022
Operations Management Singapore
- Overseeing the day to day running of the clinic
- Responsible for overall operational performance and standard of service provided by the admin staff

Registry and Records Management
- Attending to periodic culling of medical records
- Processing requests for medical reports of patients
- Oversing operations management of clinics scanned medical records management.

Public Relations Management
- Attending to enquiries and complaints relating to clinic operations
- Assisting in handling public relations such as providing information to staff and patients on the scheme of outpatient charges

Security Management
- Hold custody of clinic keys and attends to emergency alarm calls

Facilities Management
- Ensures regular preventive maintainence and repair of buildings, mechanical and electrical systems
- Submitting monthly status reports on Facilities Managementd

Finance and Accounts
- Taking charge of revenue collection of polyclinic, including prompt banking of money daily
- Checking and reconciing daily revenue statements and complies with regulations on proper revenue management

Stellar Shipmanagement Services Pte Ltd, Executive, Technical Department 01/2021 – 12/2021
HSSEQ Singapore
- Assist shore staff in preparation for TMSA Audits.
- Assist in updating the Office / Shipboard Manuals and Singapore fleet emergency contact list
- Monitoring of Key Performance Indicators for the Singapore fleet
- Verify contents and uploading Audits (ISM/ISPS/ELP/SCOPE/TMSA, other customer /class audits) and ISM code reviews.
- Receive and review Near Miss and Incident reports and updating these reports in the observation module.
- Maintain the overall tracking sheet for QHSE matters such as Audit dates, LTI free dates and Incidents.

Technical Management
- Assist technical superintendent on vessel requisition/RFQ/issue of PO/invoices.
- Liaising with fleet Masters, Chief Engineers,Classification societies, vendors from time to time
- Maintain up to date records of all the vessels manuals, drawings & instruction books
- Perform evaluation for dry-docking, repair quotes and selection of shipyards for repair works, ship maintenance etc
- Uploading of ship voyage data & BDNs in ClassNK MRV portal for ocean going vessels
- Supporting the Purchasing Manager in purchasing spare parts & consumables for ships
- Perform budgeting and cost control measures on ship spares and docking requirements
- Provide administrative support to the Technical Management team in all areas but not limited to monitoring and maintaining ship related documentation, monitoring the due dates of all ship certificates/ surveys and assist to arrange services and repairs when required.

Marine
- Provide administrative support to the Marine HR team in all areas but not limited to crew recruitments, officers' briefing/debriefing, promotion documentation, training documentation, service awards as well as Officers' conferences and other marine HR related activities.
- Assisted in gathering and verifying all data required for preparing department reports and presentations.
- Support initiatives, ad-hoc projects and other project of the department, as assigned.

Administrative
- Writing minutes for weekly operational meetings and facilitate monitoring of pending tasks.
- Supervise ART self-swabs for staff, according to the Ministry of Health guidelines and protocols.
- Booking of Polymerase Chain Reaction (PCR) tests for shore staff on weekly basis.
- Responsible for submission of company's ART results for close to 200 pax into HPB's Swab Registration System.
- POC for liaising with MPA for ordering ART test kits and arranging dissemination onto company ships.

Newbuilding
- Assisted GM in contract discussions, negotiation and amendments between shipping company and shipyard.
- Assisted Technical Superintendent in administration support towards vessel drawings, deadlines and specifications.

Haskoning Singapore Pte Ltd, Maritime Consulting Intern 12/2020 – 02/2021
- Assist in building port volume database Singapore
- Performed data analysis for maritime economies
- Extraction of links from port operators' and national statistical organizations' websites and download of related data.

- Participate in adhoc tasks for ongoing consultancy projects

Immigration@SG LLP (IASG), Client Support (Documents)   06/2020 – 09/2020
- Data entry and form-filling for critical Singapore PR and Citizenship applications   Singapore
- Collate, sort, sequence critical documents required for Clients
- Crafting of client testimonial and cover letter templates fit for final submission
- High level of written English as candidate needs to be adept at writing and follow through of relevant documentation
- Assist in any other projects as assigned by Management

TNB Ventures, Operations & Finance Intern   10/2019 – 01/2020
- Assisted in strategic partnerships, deal sourcing and event support   Singapore
- Support planning, execution, and delivery of corporation innovation programs stemming from Maritime Port
  Authority (MPA), Build and Construction Authority (BCA), and Cyber Security Agency of Singapore (CSA)
- Data Extraction, Formulation and Manipulation in Microsoft Excel

EXTRA-CURRICULAR

Director, NTU Investment Interactive Club   08/2018 – 07/2019
- Attained 71.1% of votes from 20th Exco Election among 4 candidates   Singapore
- Oversaw progress of marketing plans for Club's 5 major events.
- Coordinated activities within the marketing and publicity team

President, JJC Photographic Society   06/2016 – 05/2017
- Facilitated the smooth operation of the Club to ensure the Club objectives are met   Singapore
- Successfully increased recruitment of members by 200%
- Coordinated and planned direction and strategies for the long term health of the club
- Supervised execution of community involvement programs for Senior citizens from CARE Singapore

CERTIFICATIONS

Microsoft Certified: Power BI Data Analyst Associate ⬈
Microsoft

LANGUAGES

- English
- Tamil
- Basic Mandarin speaking

SKILLS & SOFTWARE

- SQL Server 2014 Management Studio
- 73 WPM Typing
- Microsoft Office Suite
- Microsoft Visual Studio Code
- Microsoft SQL Server
- WEKA
- Tableau
- Python3
- SQLite
- Wireshark
- Beekeeper Studio/PostgreSQL/Pycharm
- PowerBI

PERSONAL PARTICULARS

Nationality: Singaporean

Age: 26

Race: Indian

Gender: Male

Marital Status: Single