

Harison Nagisvaran

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EDUCATION

Federation University , Master of Technology (Enterprise Systems and Business Analytics) Expected graduation: Dec 2024 GPA: 6.75/7.0	02/2023 – present Mount Helen, Australia
Nanyang Technological University , Bachelor of Science, Maritime Studies with Honours (Distinction) GPA 4.12/5.0	2017 – 2021 Singapore
Erasmus University Rotterdam , Exchange Program Modules: Maritime Law, Ship Management, Marine Insurance, Ship Ownership	08/2019 – 12/2019 Netherlands
Jurong Junior College , GCE A level RP: 80/90	01/2015 – 12/2016 Singapore

WORK HISTORY

Federation University , PASS Leader - Facilitate regularly scheduled online study sessions open to students taking Networking & Security using MS Teams - Foster active and collaborative learning by utilising strategies learned in the PASS Leader training sessions. - Cultivate relationships with students within study sessions, to promote connections between students and encourage group involvement. - Cultivate relationships with lecturers, to better communicate lecturers' expectations for subjects to study groups. - Create handouts and learning materials for use during sessions	02/2024 – present Mount Helen, Australia
Singhealth Polyclinic , Executive Operations Management - 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 - Overseeing 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 maintenance and repair of buildings, mechanical and electrical systems - Submitting monthly status reports on Facilities Management Finance and Accounts - Taking charge of revenue collection of polyclinic, including prompt banking of money daily - Checking and reconciling daily revenue statements and complies with regulations on proper revenue management	12/2021 – 12/2022 Singapore
Stellar Shipmanagement Services Pte Ltd , Executive, Technical Department HSSEQ - 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.	01/2021 – 12/2021 Singapore

- 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
Singapore

- Assist in building port volume database
- 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
Singapore

- Data entry and form-filling for critical Singapore PR and Citizenship applications
- 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
Singapore

- Assisted in strategic partnerships, deal sourcing and event support
- 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
Singapore

- Attained 71.1% of votes from 20th Exco Election among 4 candidates
- 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
Singapore

- Facilitated the smooth operation of the Club to ensure the Club objectives are met
- 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

Junior Data Analyst
Dataquest

LANGUAGES

- English
- Basic Mandarin speaking
- Tamil

SKILLS & SOFTWARE

- Data Cleaning & Preparation
- 73 WPM Typing
- Programming: Python (Pandas, numpy, matplotlib, seaborn, scikit learn)
- Statistical Analysis
- Microsoft Office Suite
- Database Management: SQLite/PostgreSQL/MSSQL
- Google Suite Applications
- Microsoft Visual Studio Code
- Data Visualization: PowerBI, Tableau, Excel

REFERENCES

Available upon request