



PASSANT **ABD ELRAZIK**

OPERATIONS MANAGER

Profile

I am a flexible and experienced vessel operator with excellent time management skills. I am a good communicator with proven interpersonal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled in dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.

Experience

● **2023 - Present**

SEAMASTER MARITIME CO.

OPERATIONS MANAGER, DUBAI

Description of the job, position and responsibilities.

● **2021 - 2023**

IBRAMAR SHIPPING CO.

OPERATIONS MANAGER

*involved in the analysis and monitoring of operational data to ensure potential problems are averted.

*also oversees the implementation of workflow improvements that may enhance customers' satisfaction, as well as optimise the use of the organisations resources.

* provide advice to ship crews and management on cargo requirements, tank cleaning, stability and stress and to maintain all statutory requirements for the ship in this field.
*also be required to analyse operational data to help improve inefficiencies and to predict operational problems.

* good communicator and have good negotiation skills.

*strong problem solving and analytical skills and may be required to work irregular hours.

*participating with top mgt about company restrcuture.

* choosing and attending the interviews of operations & port teams

* reporting to top mgt about company situation and position

* revising and approved final da and all final invoices .

Competences

- *Critical thinking
- *Problem solving.
- *Teamwork and collaboration.
- ✓ *Professionalism and strong work ethic.
- *communications skills.
- *Leadership.

Achievements

ISO COURSE

- 🏆 ISO 9001 & ISO 14001 & ISO 45001

Additional activities

- ⚡ Travel
- ⚡ Adapting Animals
- ⚡ kick boxing player

Contact

Contact

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Social

- in passant ahmedabdelrazik

Experience

● 2019 - 2021

ALBAHARIA SHIPPING CO.

SENIOR VESSELS OPERATOR

PORT CALLS VESSELS:

Prepare vessel position updates and then forward on
responsible for ensuring the vessel's voyage is performed efficiently and ensuring costs are kept to a minimum
Arrange and manage any advance payments from charterers and final settlements when the voyage is complete.
Coordinate the day-to-day operational activities, liaising with any external agents and marine Technical Superintendents etc to ensure efficient commercial operation.
Liaises with Charterers and Owners with respect to vetting inspections in relation to ports to be visited
Prepare vsl prof. da during her port calls
Send a daily update about eta/etb/etc/ets
Coordinate with boarding agents all vessel's updates
Send a daily report about discharging/loading operation
Prepare SOF , Nor , Manifest , Mate's Reciept .
LOI ,LOP and bills of lading
Arrange all the crew change procedures, OTB and etc .
Following up al vessels provisions /requirement
Following up parcels delivery to vessels
Prepare vsl's final da.

SUEZ CANAL VESSELS:

Prepare Suez canal tolls and da
following up rcving transit prearrival docs
send daily transit schedule for vessel
follow up arrival, entrance and clearance of transiting vessel and send reports
revise suez canal invoices

Experience

● 2019 - 2021

Albaharia shipping Co.

Senior vessels operator

PORT CALLS VESSELS:

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SUEZ CANAL VESSELS:

- Prepare Suez canal tolls and da
- following up rcving transit prearrival docs
- send daily transit schedule for vessel
- follow up arrival, entrance and clearance of - transiting vessel and send reports
- revise suez canal invoices

Experience

● 2017 - 2019

NANMAR SHIPPING CO.

VESSELS OPERATOR

Planning & coordination.

Daily planning and coordination of voyages, load & discharge operations and stowage plans. Checking bunkers requirement, cargo intakes, .respective voyage.

Port agencies and load- and discharge coordination.

Agents shall be nominated and appointed ensure daily follow-up on cargo operations and prospects.

Commercial coordination. Keeping Customer's updated and tendering notices as per agreed terms.

Documentation. Ensure all required instructions pertaining to the cargo documents (e.g. Bills of Lading, Manifests, Mate's Receipts etc.) are made in due time.

Making SOF , Nor , Manifest , Mate's Reciept . LOI ,LOP and bills of lading .

Sending all the required and daily Emails for ETA ETB ETC ETS .

Preparing all Pda and FDA .

Doing all the crew change procedures , OTB and etc .

● 2016 - 2017

NANMAR SHIPPING CO.

Martime accountant, city

Prepare vessel prof. da

Prepare shippers invoices for liner out

Prepare receivers invoices for discharging/loading, hiring shore cranes, tally and

weight co., and intermediation fees.

Following up all supplier invoices (tally co., stevedoring co. crew change arrangements agents, provisions agent and outside suppliers.)

Revise all Egyptian ports invoices for each voyage

.Prepare final da for all vessels calls

Education

● 2012

Bachelor Degree

faculty of commerce, City

bachelor in accounting dep. English section