ADRIAN CHRISTOPHER ARO

Highly motivated and detail-oriented Crewing Assistant and Officer with 3 years of professional experience in the maritime industry. Proven leadership skills, adept at managing crew rotations, handling travel logistics, and ensuring compliance with international maritime regulations. Skilled in multitasking and effective time management, with the ability to coordinate complex crew schedules while maintaining high levels of accuracy and efficiency. Proficient in crew documentation, visa processing, and collaborating with manning agencies and vessel owners. Expertise in Microsoft Excel for data management and reporting. Known for excellent communication, problem-solving, and a proactive approach to crew welfare and operational efficiency.

CONTACT

📞 +639198505220

✉️ aroadrianchristopher@gmail.com

📍 Purok 4, San Roque, Santo Tomas, Batangas

EDUCATION

Bachelor of Science in Information Technology
Major in Management Information System
Batangas State University JPLPC-Malvar
G. Leviste St., Brgy. Poblacion, Malvar, Batangas
2018-2020

AREAS OF EXPERTISE

• Proficient in tools like Google Sheet, Microsoft
• Office Skills.
• Excellent verbal and written communication skills
• Excellent organizational, follow up and time management skills
• Team oriented, as well as possessing autonomous habits.
• Ability to respond quickly to orders
• Client and Employee Relations
• Excellent Communication Skills Verbally and In writing.
• Attention to detail
• Multi-tasking
• Results-driven
• Computer Proficiency
• Tactics and execution
• Creative problem-solver
• Work ethic
• Knowledgeable in CSS, HTML, Vuetify, Vuejs, PHP.
• Basic knowledge in using React Native, Java, Angular JS, Angular 7, Angular Material, C++, Android, and Javascript programming.
• Has knowledge in using Sql and MySql
• Has knowledge in using GIT, Trello, GitKaren, Gitlab, Slack: Team messaging.
• With knowledge in Computer hardware and also in software installation.
• Computer literate with an above-average typing speed

WORK EXPERIENCE

QRIO Solutions
Developer/Programmer
December 2018 – November 2019

• Design, develop, and maintain high-quality software applications and systems based on user requirements and industry best practices.

SPI Global
Data Technician
November 26, 2019 – December 26, 2019

• In a electronic crash vehicle we collects information and enter the details surrounding a car accident—what happened in a traffic crash, the date of the crash, who was involved, any property damage, and any injuries, which may include both electronic documents. Using the tools Lexisnexis.

Chemical Alloy Corporation
IT Staff
February 04, 2020 – July 04, 2020

• Providing support to users and being the first point of contact for problem resolution. Troubleshooting hardware, software, and network issues. Installing and configuring hardware and software components. Repairing or replacing damaged computer hardware.

OSM Maritime Inc.
Crewing Assistant
April 2021 - May 2024

• Crew Documentation
  -Update system with crew information and required documents and ensure data quality.
  -Endorse new crew documents for scanning and uploading to Crewing Support
  -Provide competence matrix overview before crew departure
• Processing of Flag State Requirements
  -Request/ Prepare Flag State requirements of seafarers (e.g. NIS, IOM, Swedish mustering, CRA's endorsement etc.) to Flag State Team.
• Training Coordination
-Request booking of seafarers to Training Department for trainings in accordance to competence matrix
• Crew Coordination
  -Verify and prepare seafarer documents before departure, Prepare and submit POEA contracts and related documents, Assist in document renewals (e.g., MARINA, NBI, medical), Coordinate visa, travel, and transportation needs, Monitor flights and update seafarers, Prepare wage breakdown and allotments, Order and issue working gear before departure, Dispatch crew and provide joining requirements.

OSM Maritime Inc.
Crewing Officer
June 2024 - Present

• Manage all activities related to the assigned customers and ensuring that customers and seafarers requirements are met and satisfied.
• It is also responsible for handling all communication with PIC regarding vessel requirements.
• Monitor, request and coordinate working permit, exit clearance as required for the crew change.
• Approval of Invoices through Eyeshare.
• Supervise Crewing Assistant.

CORE QUALIFICATION

Excellent time management abilities, strong sense of Well-organized and can find answers quickly and keep operations running smoothly. Calmer, more efficient, and appears more competent. Knowledgeable about how Property Management/Real estate works and training will be easier to me. organization, focus on the details, great communication skills both in writing and speaking.