

Anthony Carl R. Fernandez

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CAREER OBJECTIVE

A challenging position where I can utilize my Organizational and Technical skills to help the Company achieve their objectives efficiently.

PERSONAL INFORMATION

Date of Birth: October 29, 1979
Sex: Male
Civil Status: Married
Citizenship: Filipino

EDUCATIONAL ATTAINMENT

Bachelor of Science in Business Administration Major in Management Information System
AMA University
2016 – 2018

Computer Technician
AMA Computer College, Manila, Philippines
1996–1998

San Ildefonso College
1996
Tanay, Rizal, Philippines

WORK EXPERIENCE

2018 June–to present Qatar Gas Transport Co. (Nakilat) Raslaffan, Qatar

Shipping Agent

- Maintain healthy communication and reply to Principals/Masters query
- Finalize Disbursement Accounts and update vessel details in SAP
- Liasie with Master for various husbandry requirements i.e. Food Provisions, Bunkers, Freshwater, Stores etc.
- Prepare Inward/Outward clearance for vessels calling at Raslaffan
- Preparing Cargo Documents i.e. Bill of Lading, Various Certificates
- Providing medical assistance to crew as and when required, arranging hotel accommodations etc.
- Managing day to day activities like sending berthing prospects and answering to Master's queries

2006 July–to July 2016 Qatar Gas Transport Co. (Nakilat) Raslaffan, Qatar

Shipping Agent

- Board vessels (LNG, Condensate, Sulphur, Cargo, Supply) to collect the required ship documents by the Port Authority from Master
- Finalize Disbursement Accounts and update vessel details in SAP
- Liasie with Master for various husbandry requirements i.e. Food Provisions, Bunkers, Freshwater, Stores etc.
- Prepare Inward/Outward clearance for vessels calling at Raslaffan
- Preparing Cargo Documents i.e. Bill of Lading, Various Certificates
- Providing medical assistance to crew as and when required, arranging hotel accommodations etc.
- Managing day to day activities like sending berthing prospects and answering to Master's queries

2005 Nov–2006 June Qatar Gas Transport Co. (Nakilat) Raslaffan, Qatar

Admin Assistant

- Manage and administer the Agency's pettycash requirements i.e. Cash to Masters, Visa Fees, Petrol Bills etc.
- Manage transport and cars fleet by keeping logbooks and a system on all the agency vehicles to control use, petrol claims, services, repairs and cleaning as well as driver movement
- Keep and order stationary as well as office equipment and needs to ensure the agency team is supported to exercise their work. Act as focal point for maintenance and repair work on buildings and equipment.
- Attend to reception duties and diverted telephones during out of office situations to ensure all communication is retained and messages conveyed to parties standing in
- Run a mail service for Nakilat Agency between charterers, Doha Customers and agency offices to ensure prompt delivery of shipping documents i.e. general mail and disbursement accounts

2003–2005 Qatar Fertilizer Co. (Qafco) Mesaieed, Qatar

Administration Officer

- Preparing necessary tender documents for renewal of responsible contracts
- Provides monthly report on transportation and furniture costs using MS Access
- Prepares the Sections yearly operational costs and Qafco's yearly stationary requirements
- Issuing various work order for administration building maintenance
- Comply with QAFCO Quality Management System
- Handling of transport for intermediate employees and school buses for both senior and Intermediate children
- Hiring and co-ordination of saloon cars for company requirement

2000–2002 Lurgi Oel Gas Chemie (Nodco Expansion Project) Mesaieed

Document Controller/PC Technician

- Assists in development and implementation of computer based document management systems
- Receives, indexes, and checks all incoming documentation, from various vendors and arranges them in the appropriate discipline i.e. Mechanical, Electrical, Civil etc. in accordance with Company Procedure
- Develops Databases using MS Access and prepares monthly reports on received documents along with the existing ones and distributes to responsible Engineers
- Repairs various Software and Hardware related problems upon requests
- Administers and Maintains the Company's computer network

SEMINARS / TRAININGS ATTENDED

- Fundamentals of Accounting – 2016 AMA Computer College
- Oracle – 2004 Syscoms, Qatar
- Office Correspondence – 2003
- Cisco Certified Network Associate (CCNA) – 2000 Gulf Promotion Board, Qatar

REFERENCES

1. Abdulla Al Sada
Operations Manager
Nakilat (QGTC)
2. Abdulrahman Al-Obaidly
Head of Office Administration
Qafco, Mesaieed
3. Jonathan Lynham
Site Manager
Lurgi Oel Gas Chemie, Mesaieed