

NAYAB BADRUDDIN KHAN

Shipping Operations Professional

Husbandry Services / Customer Excellence / Documentations /

Port Coordination / Shipping Operations Management

☎ +971563019980

Email: khannayab84@yahoo.com



PROFILE SUMMARY

To effectively manage and execute shipping operations with responsibility and discipline, continuously enhancing my knowledge and skills in the industry, while fostering positive relationships with stakeholders and contributing as a dedicated team player.

WORK EXPERIENCE

Employer: Inchcape Shipping Services., (Fujairah - U.A.E)

Title: Shipping Operations Executive - Regional Operations Centre

Tenure: April, 2022 - Present

- Handled husbandry services to container vessels of Maersk Line, CMA CGM line & ALX Shipping including provisions, spares, bonded stores, CTM, sludge, fresh water, bunker arrangements via barge, multiple technical services job onboard and ship maintenance at layby berth etc.
- Coordinated operations at multiple ports including Jebel Ali Port, Port Rashid, Khalid Port, Khalifa Port, Dammam, Jubail, King Abdullah (KAP) and Jeddah (RSGT) Ports.
- Distributed pre-arrival questionnaire to ship Masters, followed up on receipt and forwarded data to port authority.
- Prepared activity list of suppliers and services for Maersk line/CMA CGM/Alex shipping using their software or excel and communicated these lists to vessel Master, ensuring timely arrival and coordination with suppliers.
- Maintained ETA updates to all concerned parties, and notified suppliers of revised schedules.
- Applied for EHS/Marine/security NOCs for suppliers and services as per UAE regulations.
- Coordinated bunker nominations, including EHS/marine NOCs and pilot bookings with port control.
- Drafted arrival/Departure reports to principals once received from the boarding officer.
- Opened ONE DA calls for upcoming vessels to update services for disbursement accounts (PDA/FDA) to principals, including port charges and agency fees.
- Liaised with terminals/berth planner for berthing schedules and followed up on vessels ETC at all pertinent ports.
- Coordinated with boarding agents for crew disembarkation/embarkation and informed them about vessel arrival/departure schedules to ensure timely inward/outward clearance.
- Handled service requests from vessel Masters, coordinating with 'Saudi' local teams for compliance with port authorities.

Employer: Freelancer, Mumbai, India

Title: Interior Designer

Tenure: Jan, 2020 - Mar, 2022

- Designed and executed interior projects for various clients.
 - Coordinated with clients to understand their needs and preferences.
-

Employer: Faisal M. Higgi & Associates Co. Ltd., (Yanbu - Saudi Arabia)
Title: Shipping Operations Coordinator
Tenure: Nov, 2017 - Aug, 2019

- Managed operations for Oil/Chemical tankers, LPG, LNG, RO RO, Dry Bulk carrier carriers.
 - Distributed pre-arrival questionnaires to ship masters and followed up on pre-arrival data.
 - Collected data/documents from ship masters and distributed to all concerned parties.
 - Maintained ETA updates for port authority and terminals.
-

Employer: Aztec Shipping & Logistics. (Navi Mumbai - India)
Title: Export Executive (Documentation and Customer Service)
Tenure: Oct, 2014 - Oct, 2017

- Placed booking with Shipping Lines and NVOCC for Hazardous/non hazardous Cargo.
 - Released Master B/L and HBL with all Shipping Lines.
 - Coordinated with Lines for transshipment details and shipment status.
 - Followed up with Shipping Lines/NVOCC for Bill of Lading and First Print.
-

Employer: Trans-Continental Shipping (Bahrain)
Title: Export Executive - NVOCC
Tenure: Oct, 2012 - March, 2014

- Responded to export Documentation queries from customers and Shipping Lines via email.
 - Secured approval from shipping lines for quotations.
 - Updated container movements and bookings in inventory.
 - Prepared shipping documents: bill of ladings, freight manifest and invoices via software.
-

Employer: U.S Polo Association (Mumbai)
Title: Fashion Associate
Tenure: Oct, 2010 - Aug, 2012

- Generated sales through outstanding customer service.
 - Achieved sales targets.
-

Education

- Bachelor of Commerce from Mumbai University. (OCT-2010)

IT Skills

- Applications: MS Office (Word, Excel, PowerPoint)

Personal Details

Nationality: Indian
Residency : Navi Mumbai, India