

# **N A Y A B   B A D R U D D I N   K H A N**

**Shipping Operations Professional**

**Husbandry Services / Customer Excellence / Documentations /**

**Port Coordination / Shipping Operations Management**

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## **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.

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**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.
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**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.
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**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 transhipment details and shipment status.
  - Followed up with Shipping Lines/NVOCC for Bill of Lading and First Print.
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**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.
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**Employer:** U.S Polo Association (Mumbai)  
**Title:** Fashion Associate  
**Tenure:** Oct, 2010 - Aug, 2012

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