Reya Semira .R

SENIOR QHSE EXECUTIVE -SYNERGY MARITIME PVT LTD

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Experience

2022 - 2024

Currently working as a Senior Quality Executive under ration in a reputed Ship Management Company, handling day-to-day vessel operation.

- Proficient in analyzing data and creating reports and data trending sheets for the entire shipping Fleet's progress.

- Experienced in starting from scratch and meeting diverse.
- Good liaising skill with dept in requirements for data analysis and visualization.

- Skilled in consolidating data from various sources using Power Query. Proficient in setting up Microsoft Flow to capture vessel replies and attachments separately.

- Knowledgeable in automating reminders and creating folders to save emails based on receipt names. Strong expertise in using Excel functions such as Power Query and VLOOKUP for data analysis.

- Performing manual amendments using Word functions. Excellent problem-solving skills and ability to work with complex datasets. Good in calculating LTIF and TRCF for a business to ensure its performance . Proficient in making Elegant business power point presentations.

Shipping Related Knowledge:
- Manual Amendments.
- Arranging Internal Audit. Office DOC audit preparation. Benchmarking & vessel & Company KPI analysis.
- Annual Management Review (Marine, QHSE, TECH & Manning) Conducted in-house Excel training sessions to enhance team.
- MOC – Take over & Hand over process. Clearing Invoices. PMS monitoring cell.
- RHR Cell Monitoring. LTIF and TRCF Calculations

Data analysis:
This skill involves the ability to collect, organize, and interpret data. Data analysts use a variety of tools and techniques to identify patterns, trends, and insights in data.

Power BI dashboard creation:
Business intelligence platform that allows users to create interactive dashboards and reports. Dashboards can be used to visualize data and track performance.

Trending sheets creation:
Type of spreadsheet that tracks data over time. They can be used to identify trends and patterns in data.

Data consolidation:
The process of combining data from multiple sources into a single dataset. This can be done manually or using a data consolidation tool.

Microsoft Flow set up:
workflow automation tool that can be used to automate tasks such as sending emails, creating folders, and saving files.

Auto reminder sending:
Automated messages that are sent to users at a specified time. They can be used to remind users of upcoming events or tasks.

Education

SDNB Vaishnav College for Women   *2022*

- Bachelors in Business Administration
- GPA: 83.5

High School   *2019*

Skills

- Canva Designing
- Nomad Sculpt
- Adobe spark
- Power point Presentations
- Communication Skill

- Tally (Beginner)
- Problem-solving
- Creativity
- Time Management
- Research Analyzing Skill.

PERSONAL DETAILS

Nationality   : Indian

Languages Known   : English & Tamil

DOB   : 02/09/2001

Marital Status   : Unmarried.