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|  **Contact Information****Address: A6** Evershine Avenue C Wing Flat no. 406, Global city Virar West,Thane - 401303 * nktgrv0@gmail.com

 **(M)** 9167265141  |

Aniketh P Gurav

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**27 years, Male, Indian, Married.**

QUALIFICATIONS

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| **DEGREE** | **YEAR** | **University** |
| **Bachelor Of Commerce**  | **2010** | Mumbai University |
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| COMPANY | **AG Maritime Pvt Ltd ( Mumbai, Andheri east )** |
| **JOB TITLE** | **Crewing Assistant**  |
| **DURATION** | **03rd Apr, 2017 - May 2018** |

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| **JOB RESPONSIBILITIES** | * To apply flag state license for the joining crew.
* Currently handling **Singapore, Panama & Comoros flag** state licenses.
* No crew will board the vessel without proper - valid flag licenses (CRA/ full term license/ proof of application / SRA etc )
* Booking flight ticket for on-signers & off-signers, arranging OKTB and co-ordinate with agents & vessel accordingly.
* Inform vessel about crew change plan.
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| COMPANY | **MSC Crewing Services Pvt Ltd ( Mumbai – Andheri East )**  |
| **JOB TITLE** | **Crewing Assistant ( Flag State License department, of MSC INDIA 60 Vessels )** |
| **DURATION** | **15 June 2016 – Feb 2017** |
| **JOB RESPONSIBILITIES** | * In Charge for seafarers flag state Licenses of **all MSC India 60 Vessels.**
* **Processing various Flag State licenses** for new joining / on board staff of respective 60 vessels.
* No crew will board the vessel without proper - valid flag licenses (CRA/ full term license/ proof of application / SRA etc )
* Currently handling **Panama, Portugal, Hong Kong, Liberian, Malta, Marshall Island, Cyprus, Isle of Man** flag state licenses.
* **Liaising with :**
* Liaising – follow up with flag consulates for full term flag licenses
* Upon receipt of full term flag licenses, scan – upload in Ship Mate & forward the color copies to respective vessels / company centers / global centers etc.
* Hand over original flag licenses (seal packets of respective vessels) to respective groups to connect onboard through new joiners. **OR** Couriering to the port agents at convenient port.
* To check monthly status (month end flag license reports) of onboard flag license expiry & take necessary action.
* To obtain verification of COC / GOC / STCW Cert ect from issuing administrations as and when required.
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##  PREVIOUS ASSIGNMENTS

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| COMPANY | **Maritec Ship management Pvt Ltd ( Mumbai, Goregaon east )** |
| **JOB TITLE** | **Crewing Assistant**  |
| **DURATION** | **25th Oct, 2014 to June, 2016** |

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| **JOB RESPONSIBILITIES** | * To maintain & update (ship wise) crew list, next of kin list, crew & officers personnel folder as per company procedure policy
* To read email from master and agent on daily basis and to reply them on the same day. As per order
* To prepare & update Officer’s Matrix for the Vessel.
* To update ship’s position (due for crew sign on an off list) as per master request letter
* To arrange all required documents of lined up crew to submit/instruct travel executive/assistant to obtain visa and ok to board as per requirement
* To follow up with manning agent to get joining crew required document/certificate prior joining crew
* To co-ordinate with travel executive on daily basis to inform vessel ETA, joining date, arrival/departure of crew for joining/repatriation crew ticket
* To prepare Wages of the Crew/Officers on monthly basis.
* To prepare joining crew services contract, joining letter and arrange pre ship joining briefing with safety superintendent/vessel superintendent or D.P.A.
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##  PREVIOUS ASSIGNMENTS

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| COMPANY | **Sai Treat ( Mumbai, Borivali )** |
| **JOB TITLE** | **Office Assistant**  |
| **DURATION** | Jan 2013 – 30 Sep 2014 |
| **JOB RESPONSIBILITIES** | * To take appointment and to give a particular area to the servicing department.
* Give them brief information of the plant.
* To maintain good relation with the client.
* Complaint handling.
* To co-ordinate with the client.
* To resolve the complaint as per the requirement of the client.
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 Professional Qualification

### Completed Graduation in Commerce stream in 2010.

* Having Photoshop knowledge.

## COMPUTER KNOWLEDGE

* Completed basic course MS office.

**PERSONAL DETAILS**

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| DATE OF BIRTH | 19th March, 1990 |
| HOBBIES & INTERESTS | * Travel
* Sports.
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| **LANGUAGES KNOWN** | Hindi, English, and Marathi. |

**I hereby declare that all the above information is true to the best of my knowledge**

Place**: Mumbai,**  **Aniketh P Gurav.**

**Mob: 9167265141**