

# CURRICULUM – VITAE

Yogita Gaikwad

+91 - 9769454350

yogita.gaikwad23@gmail.com

## **† Career Objective:-**

- I want to make my own mark in the Industry.
- To be in the never ending pursuit of providing Best Quality of HR & Administrative services.
- Seeking a good position to utilize my skills, abilities & experience in the Industry that offers professional growth while being resourceful, innovative and flexible.

## **Job Profile:-**

- Recruiting Officer for Various type of vessels in Main fleet & Offshore.
- Play active role in officer wages negotiations.
- All the on leave candidates are advised about the refreshers and upgradation of certification & Necessary assistance provided from our side with regards to their courses.
- Checking validation of Certification New joiners/ Ex hand.
- Maintaining Ex hand data and follow up.
- Communication with seafarers.
- Sourcing Officers as per the requirement.
- To propose the candidates to the management and arranged interviews with marine superintendent after making sure the candidate meets owners requirements.
- Keep in contact with seafarer after sign off and with family when seafarer is on board.
- Arrange crew pre joining medicals, Flag state, and necessary documents for joining and clearance.
- Maintain availability list of officers.
- Providing sea service letter, as requested by the ex - candidate.
- Responsible for computing the crew matrix by obtaining all relevant personal, competency, mandatory documentation.
- Maintain a calling list of ex candidates, which has to be updated at all times.
- Sourcing officers as per the requirement.
- Coordinates the pre medical and training for the crew.

- Ensure all crew member training and certification records are accurate and up to date.
- Update and maintain the crewing status.
- Supervise the ex hand crew planning.
- Maintaining records of appraisal reports and Promotion log.

#### **Work Experience:-**

1. Worked as a Recruiting Officer in Alba Marine Services Pvt. Ltd. Mumbai form 20.03.2024 till 31.07.2024
2. Worked as Assistant Crewing Manager in Marine Solutionz Ship management Pvt. Ltd., CBD- Belapur, Navi Mumbai. from September 2017 to February 2024
3. Worked as a HR & Admin Manager in ICON CAD Academy (A Division of ICON Education & Technology), Nerul, New Mumbai from October 2015 to August 2017.
4. Worked with Indian Register of Shipping (IRCLASS), Powai, Mumbai as Administration Executive from may 2014 to September 2015.
5. Worked with Sinhal classes as Administration Executive & Student Co-ordinater from June 2013 to March 2014.
6. Worked with Youth Staffing Consultancy, Mulund, Mumbai as a HR Officer from December 2012 to may 2013.
7. Worked with Kavita Trading Corporation, Mulund as Administration Executive from June 2012 to November 2012.
8. Worked with CADD centre, Vashi, Navi Mumbai as a Counselor and Administration Executive from December 2011 to may 2012.
9. Worked with Mulund College of commerce in Computrain Centre as a Counselor and Administration Executive from March 2010 to March 2011.
10. Worked with Computrain centre as a part time Data Entry Operator & Office Assistant from December 2006 to March 2009.

⌘ **Technical Skill:-**

- └ **MS-CIT**
- └ **Diploma in Computer Hardware & Networking**
- └ **MS-Office**
- └ **Diploma in Project Planning & Management from ICON CAD Academy, Nerul in October 2019.**

⌘ **Attributes:-**

- └ **Ability to meet Deadlines**
- └ **Ability to work hard with reliable and promising results**
- └ **Having Ability to Lead & Develop Team to Achieve Goals**

❖ **Professional Summary:-**

- **Good Human Relation Skills with Personal Rapport**
- **Self-Motivated, Hard working & can work under pressure**
- **Having Vast Experience in HR Management**
- **Having Expertise in Customer Relationship Management, Admin & Network Management**

❖ **Academic Qualification:**

- Completed **M.com** (Accountancy) from the **Mulund College of Commerce**, University of Mumbai in the year march 2011.
- Completed **B.com.** from **Mulund College Of college**, the University of Mumbai, Maharashtra in the year MARCH-2009.
- Completed **H.S.C.** in the year FEB-2005 securing from **Mulund College Of Commerce**, Maharashtra State Board of Education, Mumbai Division, Maharashtra.
- Completed **S.S.C.** in the year MARCH-2003 securing from Jai Bharat English High School, Maharashtra State Board of Education, Mumbai Division, Maharashtra.

**Hobbies:-**

**Dancing, Listening Music, Cooking.**

**Personal Information:-**

Date of Birth	:	23-02-1988
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	English, Hindi & Marathi, Basic Mandarin Chinese

**I hope that you will consider my application and give me best opportunity in your esteemed organization, hoping for good.**

**Place:- Mumbai**

**Date: - 05-01-2025**

**Yours Faithfully**

**(Yogita Gaikwad)**