

# HIMMAT SINGH



## Contact

### Cell:

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### D.O.B

20/08/1996

### Location:

MUMBAI (INDIA)

### Email:

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## Personal info

### Nationality:

Indian

### Languages:

English  
Punjabi, Hindi

### Marital Status:

Married

## Fields of Interest

**CREWING,**  
Administrator,  
Operations Executive,  
(Shipping & Logistics  
Marine services)

## OBJECTIVE

An enthusiastic goal oriented and hardworking University Graduate. Reliable and trustworthy, having excellent PC skills & have solid experience in **Administration/ Shipping Operation/Management**. Able to work on own initiative or as part of a team, having expertise in **training, counseling and development of team**. Also having the following skills and expertise to contribute to your organization,

## SUMMARY

- Well organize and can handle multiple tasks without ignoring the details.
- Have excellent communication & interpersonal skills.
- Worked in different environment and application references to wholesale retail Hypermarkets and stores.
- Flexibility in timings, shifts and to work with people from diverse culture and background.
- A keen analyst with exceptional negotiation and relationship management skills and abilities in liaising with external agencies.
- Experience of working in team and have achieved the organizational goals by development and management of team.

## EXPERIENCE

### 1. Company Name: DP MARINE SERVICES

**DURATION : MARCH 2016 TO FEB 2019**

### 2. LEGEND MARINE SHIPPING PVT LTD MUMBAI INDIA RPSL NO MUM-162071

**Duration: APRIL 2019 to UNTIL NOW**

**Designation: Crewing/Administrator**

### Job Responsibilities:

- Sourcing candidates per vessel requirements.
- Crew management for assigned vessel.
- Management of the long term crewing strategy.
- Documentation for the various visa.
- Budgeting and cost control for entire crewing Department.
- Handling the recruitment of officers.
- Providing support to the superintendent.
- Managing sign on and sign off process.
- Attend Port Meeting for planning of vessel berthing-un-berthing Manage all Export/ Import Cargo Handling Operation of all type of cargo. Closely coordinate closely with Logistics & Business Development Team.
- Check/review new vessel declarations.
- Check cargo details and documents in coordinate with Port Stevedoring Department.
- Monitor vessel stevedoring operations and take necessary corrective actions.
- Port Operation, Container Operation, Daily Vessel operation, Cargo Shipment, Planning and Administration., Cost Control, Programs, Profitability Improvement, Plan & Co-ordination of daily port operation., Inventory control of material and equipment's, Billing/Invoicing at Finalization level, Team leadership and collaboration.
- Handling Crew Mission Visas/ Mission Visas/ Applying Gate Passes/ Applying Marine Permits.
- Monitoring and Management of In house Visa issued Ship Crew Members Crew Matrix and All Certificate validation and expiring
- Handling Flag Endorsements.

- *Handling Seaman Card Applications.*

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## **EDUCATION**

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**B. COM (ACCOUNTS)** – 3 Yrs. Graduation from D.A.V COLLEGE UTTARAKHAND (India).

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## **SKILLS & EXTRA CURRICULAR ACTIVITIES**

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### **Knowledge and technical Skills:**

- *Microsoft Office: (Word, Excel, PowerPoint, Outlook).*
- *Adobe Acrobat Reader.*
- *Internet Navigation and E-mail*

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## **STRENGTH**

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- *Well-Trained & Experienced Professional.*
- *Expertise in HR & Office Administration.*
- *Outstanding Organization-Coordination Abilities.*
- *Total Quality & Employee Involvement Efforts.*
- *Motivation & Relationship Building Capabilities.*
- *Excellent communication-Interpersonal skills.*
- *Handle work pressure with Ease & Efficiency.*
- *Adaptable to Dynamic Business Scenario.*
- *High sense of Commitment.*