



## TAMEMUL ANSARI T. J

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### Objective

Seeking an opportunity with a dynamic organization where I can utilize my 2 years of experience and knowledge for the growth and development of the organization, and enabling me to utilize my talent and experience, In ship chandlers Operations / Document Controller / purchase department operation/ procurement/Assistant or any suitable position. I consider myself totally professional and goal driven. I have always done my job with honesty, integrity and I am capable to hold full responsibility wherein my duties are considered. I have in the past tried my level best to learn new procedures and adapt to various diversified situations.

### Experience

- **MER SHIP CHANDLERS (SHIP SUPPLY) CHENNAI TAMILNADU** May 2019 - Sep 2020  
(DOCUMENTS CONTROL) AND (OPERATION)
  - Prepare Of Invoice And Delivery Receipt As Captain And Ship Management Company.
  - Introduction At Indian Port Arriving Vessel Company Brochure At Email.
  - Ship Chandlers Marketing At Email.
  - Indian Port Vessel Arrival Tracking On Marine Traffic.
  - Preparing Cover Letter and Invoice Of Ship Management Company.
  - All Kind of Invoice and Delivery Receipt Document Maintenance.
  - Introduction at Indian Port Arriving Vessel Company Brochure at Email.
  - Maintain record of purchases, pricing, and other important data.
  - Preparing Cover Letter and credit note of Invoice of Ship Management Company.
  - Regarding That Purchase Invoice Bills Maintenance of Import Company.
  - Apply On E Way Bills. ( Import And Export Duty)
  - Prepare Shipping Bills Invoice.
  - All Vessel Owner and Manager and Master Document Address Maintenance.
  - Ship Chandler Purchasing Rate Comparison and Quotation Maintenance.
  - Prepare Vessel Certificate Of Appreciation.
  - Issued Delivery Note, Packing List & Letters.
  - Preparation of Fax Transmission Etc.
  - Apply For Gate Entry Pass On Indian Port.
  - Cash handling. Accounts transaction.
  - Cash Transactions Maintain.

• **POSEIDON SHIP STORE (INDIA) PRIVATE LIMITED. CHENNAI (SHIP SUPPLIER)**

(DATA ENTRY) AND (OPERATION EXECUTIVE)

Oct 2020 - Dec 2021

- Responding to the phone calls, Drafting & Responding to the emails.
- Preparation of delivery note and coordinate with for material delivery.
- Conducting material inventory inspection in every quarter coordinating with warehouse team.
- Estimate cost parameters and budgets for purchases.
- Maintain good relationship with vendor and suppliers.
- Make professional decision in a fast paced environment.
- Coordinating with suppliers and clients.
- Receiving RFQ, preparations of quotations, receiving the supply order, tracking the ship status.
- Allocating the drivers to the specific deliveries and processing of necessary documentation.
- Coordinating with the agents and arranging the deliveries at the port.
- Negotiate and book cargo with shipping lines, track shipment status.
- update concerned departments about ETA and ETD.
- Ship supply at port handling.
- All things engine store, deck store, cabine store, provision store, stationary and medicine supply.
- Documentation of all transactions related to day to day activities.
- Co-ordinating for gate pass and port passes preparation of Dc, Invoice, Credit note etc.

## Education

• **MADRAS UNIVERSITY CHENNAI (INDIA)**

Bachelor of commerce

First class

2018

## Computer Skills

- Tally ERP 9 (Certificate in TALLY ERP9 – First Class Pass) 2020,
- (Ms Office) Ms Word. Ms excell. Ms power point. Microsoft Outlook.

## PERSONAL DETAILS

- Nationality : Indian
- Gender : Male
- Date of Birth : 15.02.1997
- Marital Status : Single
- Passport no : S2793532
- Visa Status : Visit Visa Valid till July 2022
- Language : English, Tamil