

NOUFAL. H. P

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OBJECTIVES:

To secure a promising, successful and challenging career in an organization where I can utilize my skills and experience to the best of my abilities.

SUMMARY:

10 Years of experience in Administration, Secretarial, Arabic English typing / translation, and Public relations coordination jobs. (Including 8 years in Shipping / crew change operations, Visa processing and using UAE Govt. portals like GDRFA, SMARTCHANNEL, FAWRI, ECHANNELS, FTA, DHA, PCFC, MOL, EID, CNIA, DUBAI TRADE, etc)

WORK EXPERIENCE:

Organization	Designation	Period
The Kanoo Group Dubai	Shipping Executive / Public relations coordinator	2013 June to Present
<ul style="list-style-type: none">General Administration / Secretarial Duties, Answering phone calls , emails, coordinating with other Departments/officesVisa processing through Dubai immigration system DNRD / Smart Channel , Fujairah / Sharjah / Ras Al Khaimah immigration system FAWRI / E-CHANNELSArabic – English translation / interpretation / Typing (Computer & Electronic machine)Processing FTA (Federal Transport Authority) applications and PCFC Trakhees applications / offshore pass / Marine pass / Gate passes etc.Arranging appropriate visa , Flight ticket, Hotel accommodation, transportation and other required permissions for crew members, superintendents, and passengers for their smooth and timely embarkation / disembarkation from the vessel in different ports of UAE`Preparing necessary letters / documents in Arabic in order to submit to Marine Police, Coast Guard, Immigration, Embassies, consulates and seaports (Jebel Ali, Port Rashid, Port Khalid, Mina saqr, Fujairah Port, Zayed Port, Khalifa Port, Musaffah Port, Dubai Dry docks, DMC, etc.) for the clearance of the vessels (Container, Tanker, Cruise, Yacht, Tug, Barge, etc.) and CrewArranging OK TO BOARD and updating in Airline System for joining crew for the smooth travel and timely join vesselArranging gate pass application for the Drivers / staff to access in the ports and Military basesProvide all Arabic support for various sections like boarding, meet and assist, operations, documentations, Accounts, etc. under shipping department.Close coordination with Manning agents, principals, vessel owners, vessel captains, suppliers, shipping agents, Charterers, etc. for the smooth crew change operation.Collection and Distribution of Passports and seaman books through Boarding officers / Airport staff after immigration transactionsOperations coordination and preparing necessary Arabic Letters for Ship to Ship transfer, Crew to hospital, Change of Captain, Customs clearance, crew change in Anchorage, Sea trial, Vessel attendance, Passenger sailing, Stow away, Tug and Barge combination sailing, Crew to Consulate for Passport renewal, Vessel last port clearance issues, Security/Passenger joining or disembarking underway/anchorage, Arms and ammunition onboard, Vessel / Crew accident, Death of crew on board, Yacht anchoring/sailing, Crew landing permission especially when vessel in Dry dock, NOC to vessel agents to do crew change, Change of Vessel Flag/Name/Agent/Port, Voyage permission, Port stay extension, Cancel Port clearance due to		

bad weather/Engine problem, Amend Port clearance, Temporary navigation license for foreign flagged vessel, Update crew entry/exit in immigration system, etc.		
<ul style="list-style-type: none"> • Effective and timely documentation for vessel inward and outward clearance and crew/Passenger matters • Arranging other countries visa / Appointment to consulates for crew as per instruction from vessel owners depending on their marine projects like dredging, drilling , etc especially in Middle east region • Timely opening port call files for each vessel in Port interface system and update crew matters and services to generate vessel checklist. • Arranging daily and monthly crew movement reports • Verifying and signing Invoices from the suppliers. • Coordinate with Radio room and Port operations team for vessel ETA, ETB, ETC, ETD • Preparing Crew list • Assisting Boarding officers by boarding vessel for sign on and sign off formalities • Arranging Boat for connecting crew and stores while vessel in Anchorages • Arranging crew training • Arranging Crew Medical assistance 		
Lulu Management consulting&Typewriting bureau, Abu Dhabi	Typist General	2013 Feb – May
<ul style="list-style-type: none"> • Helping customers by consulting and advising appropriate documentation • Arabic – English typing / translation • Processing of online applications of : CNIA, UAE immigration, Emirates ID, Medical, Labor and various Embassies visa forms • Administration, Drafting Arabic / English letters , answering phone / email, making quotations, Invoice & L.P.O 		
Wadi Al Nail Legal Translation Co; Dubai	Typist/ Translator	2012 October – 2013 Feb
<ul style="list-style-type: none"> • Arabic – English typing / translation • Helping customers by consulting and advising appropriate documentation • Processing of online applications of : UAE immigration, Emirates ID, Medical, Labor and various Embassies visa forms • Administration, Drafting Arabic / English letters , answering phone / email, making quotations, Invoice & L.P.O 		
Thinksoft Global Services / NBAD, Abu Dhabi	Arabic Language Specialist (website translation and software testing _Project Of e-dirham, Ministry Of Finance, UAE)	2012 September 1 -18
<ul style="list-style-type: none"> • Arabic – English translation • Reporting to project manager about the progress of work • Compare the English outputs with Arabic outputs according to the software • Find out the error of output of the POS machine using e-dirham card • Attending Client/Supplier/Project team meeting for evaluation of work progress 		
Iqra'a Islamic women's college, Kerala, India	Office Secretary	2012 March to July
<ul style="list-style-type: none"> • Overall Administrative support to the campus • Arranging students admissions • Distribution of study materials to the students • Close coordination with public departments and offices • In charge of approving diesel pass for the college bus drivers • Processing applications of examinations and submitting to University. • Operating Computer, Telephone, fax, and Photocopying. 		

- Daily and monthly accounts dealings.
- Records keeping of all staffs and students.
- In charge of arrange and schedule meetings and functions
- Receiving and accounting tuition fees of all students

ACADEMIC QUALIFICATIONS:

- B.A Degree in Arabic Language and Literature from University of Calicut
- Higher Secondary (Commerce) from Board of Higher Secondary Examination Govt. of Kerala
- SSLC(Secondary School Leaving Certificate) - Board of Public Examinations Govt. of Kerala

ADDITIONAL QUALIFICATIONS:

- Diploma in Office Management (National Engineering & Information Technology - Kerala)
- Communicative Arabic and Translation (TM Govt. College – Tirur Kerala)
- Certificate in Arabic to English and English to Arabic Translation (CLICK - Calicut)
- ‘B’ Certificate from National Cadet Corps (NCC) Ministry Of Defense, Govt. of India (29 Kerala Battalion, University of Calicut)

COMPUTER SKILLS:

- Word, Excel, Power Point, Outlook, S5 world - Port interface software

PERSONAL DETAILS:

Date of Birth	**	26 th May 1985
Religion	**	Islam, Nationality : Indian, Marital status : Married
Languages known	**	English (Speaking, Reading, Writing)
		Arabic (Speaking, Reading, Writing)
		Urdu (Speaking, Reading, Writing)
		Hindi (Speaking, Reading, Writing)
		Malayalam (Native Language)
		Tamil (Speaking)
Permanent Address	**	Hajiyare Purakkal, Kuttayi Post, Malappuram, Kerala, India- 676562

DECLARATION:

I declare that the above information is true. I promise a high quality services will be provide in your esteemed organization and will give you the references upon request.

Noufal H.P