

NASLIN THOPPIL BASHEER

WONDER ISLAND GIFT SHOP BUILDING, FLATNO:1202 ,HAMDAN STREET ABUDHABI
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Detail-oriented crew coordinator with solid math and physics background. Backed by successful internship experience and knowledge of engineering theories, principles, specifications and standards. Seeking perceive a career in renowned firm with dedicated efforts and to associate myself with an organization which will explore myself fully and to update my knowledge and to develop further my skills and talents for continuous career development.

EXPERIENCE

2020 – PRESENT

CREWING ASSISTANT, VSHIPS UK LIMITED

- Support the crewing operations in performing the schedules and follow up with relevant parties
- Ensure candidates are equipped with the relevant requirements (job officer approval docs)
- Maintain a proper and user friendly filing and document control system for recording and tracking of all documents for the team and department.
- Taking approval from job officer for the crew.
- Assist on all crew issues and Perform data-entry, recording, printing and filing duties
- Handled all crew sign on and sign off
- Maintain filing of all crew signing on for tickets ,receipts for travel ,STCW certificates, FTA certificates and company medical forms
- Arranging relevant ADNOC safety courses ,HSE induction, Mussafah channel course , vaccination and medicals for the crew
- Ensure that personal files and all crew certification are kept up to date and are uploaded in the system
- Prepares and maintains crew lists and reports for review by the Vessel Master and Crewing Supervisor
- Manages smooth logistical arrangements for incoming and outgoing crew
- Implements the process of crew mobilization and demobilization (travel arrangements , transfers , visa ,hotel etc..) in conjunction with the crew manning agents

2016DEC – 2017 JAN

CIVIL ENGINEERING INTERN, ENARC CONSULTANTS

- About the soil study , different stages piling and pile capcasting
- About the entire construction stages of staircase and column

EDUCATION

2017 JUNE

BACHELOR OF TECHNOLOGY, UNIVERSITY OF CALICUT

PURSUED CIVIL ENGINEERING AND SECURED A CGPA OF 7.67

2013 MARCH

HIGHER SECONDARY, KERALA STATE BOARD

PURSUED BIO MATHS AND SECURED 95%

SKILLS

- 2D DRAFTING WITH AUTOCAD SOFTWARE
- MICROSOFT EXCEL(VLOOK UP, MATCH ,
CONDITIONAL FORMATTING & FORMULAS
FOR CREWING OPERATIONS
- MICROSOFT POWERPOINT (MAKING
CHARTS) ,OUTLOOK &OTHER MS
APPLICATIONS
- ARCHITECTS USING 3DS MAX
- REVIT ARCHITECTURE
- MATHEMATICAL SKILLS

SOFT SKILLS

- KNOLEDGE OF INTERNET
- ORGANISATION AND DETAIL ORIENTED
- CRITICAL THINKING, TIME MANAGEMENT AND PROBLEM SOLVING SKILLS

LANGUAGES

- ENGLISH FULL PROFESSIONAL PROFICIENCY
- HINDI FULL PROFESSIONAL PROFICIENCY
- MALAYALAM FULL PROFESSIONAL PROFICIENCY

PERSONAL DETAILS

20/07/1995

INDIAN -FEMALE -MARRIED

PASSPORT NO:T9619667

CURRENTLY ON DEPENDENT VISA

ACKNOWLEDGEMENT

I NASLIN THOPPIL BASHEER hereby by declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above mentioned particulars

REFERECE- UOPON REQUEST AVAILABLE