

## RAJU PRASAD

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NATIONALITY – INDIAN  
D.O.B - 16-01-1971  
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EMAIL ID - PRASADRAJGOPAL@GMAIL.COM  
CURRENT LOCATION - VIJAYAWADA (INDIA)

### OBJECTIVE

Self motivated, enthusiastic and well experienced Marine Professional with proven International Marine /Offshore Logistics and HR experience and Expertise in Recruitment, Training, General Office Administration & Project Document Management, Public Relations, Personnel Logistics, and Operations, seeking suitable Onshore or Offshore position.

### VALID CERTIFICATION/DOCUMENT HELD

II Class Marine Radio Officers Cert (COP II Class)

GMDSS(GOC)

H2S (Dubai Petroleum)

Marine Orientation Course (Dubai Petroleum)

IMIST (OPITO)

Fire Watcher Course (MODEC LLC)

Offshore Medical (ILO)

Yellow Fever

Marine Safety and Survival Certificate (STCW-2010)

ISPS

Passport

Seamen Book

### EMPLOYEMENT HISTORY

COMPANY NAME : Various Offshore Clients  
(Just to keep CV with minimum pages, Companies  
Names not shown for the period from April 2011 to  
Till now

PERIOD OF SERVICE : April 2011 to till date

POSITION : Onshore/Offshore Logistics, Admin Functions

COMPANY :

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COMPANY NAME : Canyon Offshore  
PERIOD OF SERVICE : July 2010 to March 2011  
POSITION : Offshore Document Controller

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COMPANY NAME : Sea Trucks Group (UAE)  
PERIOD OF SERVICE : June 2008 to Oct 2009  
POSITION : Crewing Manager

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COMPANY NAME : B.H. Shipping  
PERIOD OF SERVICE : Aug' 2007 to March 2008  
POSITION : Barge Admin (Accommodation Barge)

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COMPANY NAME : The Shipping Corp of India Ltd, Mumbai, India  
PERIOD OF SERVICE : Apr 1991 to May 2007  
POSITION : Radio Officer/Admin on board Merchant and  
Offshore Ships on International Run.

## **SKILLS AND EXPERTISES**

### **Offshore Logistics/Operations:**

- To make DPR and send as per Client and Owners requirement.
- To Maintain POB list and allocation of Rooms to Vessel/Rig/Project Crew and daily updating of the POB.
- The issuing of T-Cards to all on signing personnel and the collection of T-cards of off-signing personnel.
- Daily updating of muster station lists and Assisting with muster drills
- The safekeeping of all marine crew passports and marine documentation.
- To provide updated information to outside Agents / Service Companies with update crew changes.
- Assist in planning for the morning / evening meeting's content and taking minutes during these Meetings.
- Internal & external communications with Helicopters, Supply Boats and Base Stations using GMDSS Systems for controlling logistics and Personnel Movements, preparation of personnel on board lists, lifeboat and emergency muster lists, T-Card, record of OSV movements and Weather etc.
- Ensuring that all arrangements are made for the safe transfer of marine crew is made to and from the vessel and The control of personnel who sign on and off the vessel
- To Liaise with all departments on Board for organizing and scheduling Smooth crew changes by coordinating with onshore Logistics and HR Department and providing OIM/OM/Master and Clients with schedules on a daily basis and Liaise with HR and Operations Administrator onshore in the supply of personnel certification and travel requirements and also to pass relevant travel, accommodation and course details to offshore crews.

- To record and maintain personnel files on all Project and Marine crews
- Containing all relevant Medical, Survival and Work Certifications and also to maintain and update the vessel's Training and appraisals matrix and crew member's personal details.
- Assist with safety meeting and safety cards ensuring that items are addressed and follow up with closure of completed items.
- Make arrangements for the necessary training, including induction training, of all personnel under their control in the safe working procedures relevant to their activities. Ensure that all staff under their control are adequately qualified and experienced for the jobs they undertake.
- Compiling and administering personnel timesheets (Weekly/Monthly) of Vessel/Project Crew prior to submittal.
- Ability to effectively manage the relationship between marine and project personnel and Able to communicate effectively and articulately at all levels.
- Strong co-ordination, organization and liaison skills with the ability to seek and gain consensus solutions to complex issues.
- Demonstrate excellent management of maritime activities and Understanding, implementation and compliance with all applicable international Rules, Regulations, Legislation, Codes, Guidelines, Standards and Specifications with respect to ISM/ISPS/SMS/STCW-95/SOLAS.
- Fair knowledge of Cargo and stability calculations, stowage plans, supervision of Cargo operations on Offshore Supply Boats.

### **Marine Crewing/H.R -:**

Excellent practical working knowledge of STCW-95 Rules related to Marine Crew Certification/Documentations. And ability to carry out following Marine H.R./Logistic tasks:

- To plan, organizing, directing, and controlling all activities related to the recruitment and personnel functions for the vessels
- To perform crew change for vessel assigned, including crew planning and Manage the process of personnel mobilization and demobilization (travel arrangement, visa, hotel accommodation, etc) also to manage smooth logistic arrangements for incoming and outgoing Crew.
- To Plan, organize and manage the day-to-day crewing personnel functions in compliance with HR policies and procedures and to coordinate directly with operation & HR for personnel, Government and logistic matters, medical claims, repatriation of crew, etc.
- To manage the coordination with manning agents for selection of officers and ranks and ensure timely delivery of qualified applicants through pro-active, strategic, and effective processing of recruitment.
- To liaise with manning agents and Marine Operations Manager for crew change arrangement.
- To handle the new crew needs and logistics (safety, services, compensation, benefits, personnel, accommodation, etc).
- To Update & maintain crew database on a daily basis and Monitor of documents and licenses validity for officers and ranks at all times, including Validate completeness and validity of crew documents against company requirement and regulations.
- To Ensure having organized-documentation for all crewing matters.
- To Align with Finance & HR with the required regular reports; concerning salary, contracts, attendance sheets and vacation schedules, etc.
- Budget and Control management and Assist operation manager and GM in the planning and implementation of Crewing goals and functional objectives.

### **Offshore Document Control:**

- To ensure the control and coordination of documentation and data within the operations & projects department.
- Ensure all drawings/documentation are correctly identified, distributed and Filed/store.
- Register drawing/documents; create transmittals and issue drawings and documents.
- Assistance in the preparation, scanning, collation and issue of project drawings and Documentation as required.
- Assistance in the day to day processing of correspondence, documentation and Drawings as and when required.
- Assistance in the preparation collation and issue of reports and registers as may be required.
- Liaise with client and other project partners to ensure consistency in document Control as required.

### **Marine Electronics -:**

Good working experience of Carrying out Operation, maintenance and Trouble shootings of all Marine Communication and Navigational Equipment Like GMDSS console, High Power HF/VHF/UHF Transmitters, Receivers, Satellite Comm.(A,B,C,M) Equipment, Radar, Echo Sounder, GPS , Gyro Compass, Voyage Data Recorder, Automatic Identification System, V-Sat , Public Address System and all other Marine equipment widely used on Board Merchant Ships, Offshore Vessels/Installations or at Base stations. Ability to carry out supervision, installation and upgrade of Marine Telecommunications systems used on board/Offshore Installations and to Ensure that tests, controls and inspections are carried out as per the Makers rule and also to Cable Lay/Installations/ Commission of Marine Equipments like, VHF ,EPIRB,SART,NAVTEX, GPS, AIS and VDR etc.