



## Contact



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Al Karama, Dubai



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## Education

- **Diploma of Higher Education: MARINE (NAUTICAL SCIENCE)**  
INTERNATIONAL MARITIME ACADEMY, IMA, Chennai.  
September 2019  
GRADE: 8.56
- **Higher Secondary (SCIENCE):**  
POORNAPRAJNA PU COLLEGE, UDUPI.  
March 2017  
GRADE: 7.95
- **Secondary School (10th) :**  
AL IHSAN ENGLISH MEDIUM SCHOOL, MULOOR  
April 2015  
CGPA: 9.44



## Personal Details

- Date of Birth : 04.10.1998
- Nationality : Indian
- Passport No : T5766901
- Visa validity : 22/01/2023
- Linguistic skills : English  
Hindi  
Kannada  
Malayalam  
Tamil  
Telugu

# ABDUL SINAN

## Marine Jr. Officer

Acquire a position where can fully utilize education and experience with emphasis on. To seek and maintain full time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.



## Experience



### May 2022 - September 2022

SEAMEC LIMITED - MUMBAI, INDIA

#### Deck Cadet (Marine Junior Officer)

- Assisted in safe and orderly loading and unloading of ship's cargo in port.
- Shadowed senior crew members including Bridge and Cargo Watch keeping Duties.
- Communication with other vessels and Port authority.
- Developed understanding of effective ship navigation under supervision of senior officers.
- Oversaw and facilitated crew activities including routine maintenance work.
- ISM & ISPS Files preparation of and emergency repairs.
- Performed intensive physical tasks including chipping rust off metalwork and cargo watch keeping on frequencies assigned by company.
- Making of Daily Work done Report, Weekly progress report and all paper work & filing system related to vessels administration.
- Systematic filling of documents ensuring easy access and Co-ordination for the distribution of e-mail messages
- Provision and store up keeping.
- Keeping logs of all communication, GMDSS log book, battery log book.
- Assisting Chief Officer for maintaining customs and port administration.



### March 2020-March 2022

TAJ RESTAURANT- BANGALORE, INDIA

#### Restaurant Supervisor

- Ensured exceptional health and safety standards by closely monitoring restaurant operations.
- Led motivated teams of front- and back-of-house staff, achieving high-quality standards and service.
- Built and maintained excellent working relationships with produce suppliers to ensure ingredient quality.
- Promoted positive atmosphere and went above and beyond to guarantee each customer received exceptional food and service.
- Conducted health, safety and sanitation process evaluations, immediately Identifying and remedying violations.
- Achieved financial goals through rigorous restaurant budgeting and forecasting.
- Maintained safe working and guest environments, reducing injury and incident risks.
- Organised special events and functions, including receptions, parties and corporate lunches.
- Collaborated with chefs to plan and implement fresh, innovative menus, driving restaurant footfall and sales.



### October 2017 August 2018

EMPIRE RESTAURANT - BANGALORE, INDIA

#### Cashier Cum Supervisor

- Performed accurate cash counts at restaurant opening and closing.
- Mentored new team members on customer service and POS operation..
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Used cash registers and POS systems to record the transactions.



## Certificates

| COURSE                                                                   | YEAR AS AMENDED | CERTIFICATE NO.        | DATE OF ISSUE | DATE OF EXPIRY | PLACE OF ISSUE    |
|--------------------------------------------------------------------------|-----------------|------------------------|---------------|----------------|-------------------|
| Fire Prevention & Fire Fighting (FPFF)                                   | 2019            | 4060263071941          | 10/04/2019    | 10/04/2024     | IMA, Chennai      |
| Personal safety & Social Responsibilities (PSSR)                         | 2019            | 4060263071941          | 10/04/2019    | UNLIMITED      | IMA, Chennai      |
| Personal Survival Technique (PST)                                        | 2019            | 4060263071941          | 10/04/2019    | 10/04/2024     | IMA, Chennai      |
| Elementary First Aid (EFA)                                               | 2019            | 4060263071941          | 10/04/2019    | UNLIMITED      | IMA, Chennai      |
| Security training for seafarers with designated security duties (STSDSD) | 2019            | 40602614819291         | 08/05/2019    | UNLIMITED      | IMA, Chennai      |
| Steering Simulator Training (SST)                                        | 2019            | 40602611218DNS/2018199 | 31/08/2019    | UNLIMITED      | IMA, Chennai      |
| ISPS & ISM Code                                                          | 2019            | 40602611218DNS/2018199 | 31/08/2019    | UNLIMITED      | IMA, Chennai      |
| Ship In Campus Familiarisation                                           | 2019            | 40602611218DNS/2018199 | 31/08/2019    | UNLIMITED      | IMA, Chennai      |
| Basic training for oil and chemical tanker cargo operations (OCTCO)      | 2021            | 4030195111210101       | 22/06/2021    | UNLIMITED      | HIMT, Chennai     |
| DC Endorsement/ COP                                                      | 2021            | COPDGSOAC2142436       | 01/07/2021    | UNLIMITED      | DGS               |
| H2S                                                                      | 2021            | H2S/024566/2021        | 21/10/2021    | UNLIMITED      | TIMS, Navi Mumbai |



## Skills

- A Team player Attitude.
- Ability to work under pressure and Multitasking.
- Very good working knowledge of Microsoft Office 2003, 2007 & 2010 also Microsoft MAC Office 2011.
- Extraordinary skill in excels and out looks express.
- Installation of Windows operating system.
- Good Communication Skills.
- Good at Making Decisions.
- Leadership, Flexibility and Efficiency in depth knowledge of hardware and knowledge of data retrieval and formatting.
- Knowledge about Networking, Operating System & Internet etc.
- Equipment handled MF/HF DSC, VHF DSC, RADAR, AIS, NAVTEX, SSB, SAT-C.

### DECLARATION-

-I hereby declare that the information furnished above is true to the best of my knowledge and I shall oblige if I am given an opportunity to work in your organisation.

-ABDUL SINAN