



**Falcon Multi Services Ltd**  
201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

## Personal Information

<b>Candidate id</b>	6891
<b>Name</b>	Karthik Mangaleswaran
<b>Date of Birth</b>	1983-01-20
<b>Salary (in USD)</b>	4000/Per Month
<b>Industry</b>	Maritime
<b>Sub Industry</b>	Ships Engineer
<b>Nationality</b>	India
<b>Primary Language</b>	Hindi,
<b>Secondary Language</b>	English,
<b>Total Years of Experience</b>	18

## Additional Information

<b>Roles and Responsibilities</b>	<b>Additional Skills/Certification</b>
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Ship Administration- official ship communication in charge - crew accounts - crew change- stores, spares, provision arrangements- assist with various survey of ship like, class, radio, ISM, ISPS, MLC etc. - Data back up of all the system used on board - manage ship shore, Prepare send various report to head office. Ship ERP module specialist Worked with crewing, procurement, QHSE departments. Business analyst for ERP module like, voyage, procurement, QHSE, certification. Managing personnel movement on board, Coordinate with local agent, ship captain, custom, immigrants, ship Chandlers etc. ship admin responsibilities +10 A ship administrator (or shipping administrator/coordinator) manages documentation, logistics, and communication to ensure seamless cargo, vessel, or passenger operations. Key responsibilities include processing shipment requests, creating bills of lading/invoices, tracking orders, coordinating with carriers, and maintaining inventory, compliance, and passenger records. Key Responsibilities of a Ship Administrator: Documentation and Compliance: Prepare, review, and manage shipping documentation, including invoices, bills of lading, and custom documentation. Ensure adherence to maritime regulations, safety standards, and environmental controls. Manage import/export licenses and update records. Logistics and Operations: Plan, book, and track shipments to ensure timely delivery. Coordinate with carriers, freight forwarders, and agents. Monitor cargo movement and update master reporting sheets. Manage inventory levels of supplies or spare parts. Administrative and Office Support: Maintain accurate electronic data, client databases, and records. Handle office administration, including supplies, courier services, and invoice processing. Generate regular performance reports for management. Communication and Customer Service: Act as a liaison between customers, agents, and internal departments. Provide status updates on orders and resolve issues like delays or damage. Specific Admin Tasks: Handle passenger/crew documentation, immigration issues, disembarkation processes, and safety briefings.

Jira, PMS software system, MS office, sig sigma certified. STCW CDC

## Education Summary

Course	University	Passing Year	Country
BBA	Bharathidasan university	2004	India

## Career Summary

Position	Employer	Country	From	To
Business analyst	Thinkpalm technology	India	08/2024	09/2025

[To View Contact Number, Kindly drop an email to hr6@falconmsl.com](mailto:hr6@falconmsl.com)