

Irah Mae Gondran

Flag State Coordinator



About Me

I am a Flag State Coordinator with holistic knowledge of STCW, flag state requirements, safe manning and appointment setter. I am also experienced in coordinating with flag authorities, vessel principals and clients in various offices worldwide.



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Maypajo Caloocan City, Philippines 1410

PERSONAL INFORMATION

Date of Birth: 21st of March 1996

Age : 25 year old

Marital Status: Single

Religion: Roman Catholic

Language Spoken: English and Filipino

WORK HISTORY

Flag State Coordinator

V.Group (V.Ships Services Oceana Inc.) | March 2019- Present

- Works with crewing teams across various offices regarding seafarer flag state requirements
- Ensures proper and necessary coordination of technical matters and Flag state requirements with concerned authorities, departments, and specialist teams, both internal and external, to avoid application delays.
- Attends everyday request for processing by the crewing department and performs other related duties.
- Maintains and updates all related databases and files.
- Set appointment to embassy for physical application of documents by seafarer.

Area Supervisor

Q2HR Solutions (People4People) | January 2019- March 2019

- Arrange Time sheet, vacation leaves and other HR concerns by the staffs.
- Held training for the newly promoted staff.
- Responsible for keeping track in daily business operation.

Restaurant Staff

EPMPC | August 2016 – June 2018

- Back of the house staff.
- Cashier and delivery coordinator, daily cashier reports.
- Inventory
- Food Server
- Certified Trainer.

EDUCATIONAL ATTAINMENT

Tertiary

Lyceum of the Philippines University S.Y. 2012-2016

Bachelor of Science in International Hospitality Management with specialization in Cruise Line Operation and Hotel Services.

Secondary Education

Maypajo High School S.Y. 2008-2012

Primary Education

Maypajo Elementary School S.Y. 2002-2008

SKILLS

- Administrative
- Customer Service
- Conflict Resolution
- Communication
- Teamwork
- Leadership
- Scheduling
- Flexibility
- Oracle
- Microsoft Skills