

SHIELLA MAE V. DE LA ROSA

OBJECTIVE

Seeks a permanent career that provides challenging tasks and opportunities for growth, in order to contribute to the company's production and to further improve competencies.

EDUCATION

2013 - 2016

COLEGIO DE LA PURISIMA CONCEPCION

- Bachelor of Science in Marine Transportation

2009 - 2013

ST. JOSEPH DIOCESAN SCHOOL

- Secondary

2003 - 2009

PILAR ELEMENTARY SCHOOL

- Primary

SKILLS

- Paying attention to detail
- Being able to handle multiple tasks / Can work under pressure
- Responsible
- Time management
- Communication
- Adaptable

PERSONAL INFORMATION

Nationality : Filipino
Date of birth : August 19, 1996
Age : 25 years old
Civil Status : Single
Height : 164cm
Weight : 59kg

CONTACT

-  09467426998 / 09261363990
-  maeshiella19@gmail.com
-  928 Dolores Street, Malate Manila

CHARACTER REFERENCES

CAPT. JUAN E. CARRANZA

General Manager
Manila Ocean Crew Management Inc.

MR. MARK JERALD S. RAMOS

Fleet Officer
Manila Ocean Crew Management Inc.

MS. LIEZEL G. MARQUEZ

Accounting Manager
Manila Ocean Crew Management Inc.

WORK EXPERIENCE

CREWING SUPERVISOR
AUGUST 01, 2019 - PRESENT
MANILA OCEAN CREW MANAGEMENT INC
SECTION F 17F RAMON MAGSAYSAY
CENTER 1680 ROXAS BLVD, MALATE
MANILA

- Supervise Crewing Staffs
- Monitors all communication under the assigned fleet
- Arranges flight booking for on-signers and off-signers
- Communicates with agent, principal and Master concerning crew replacement.
- Coordinates with Travel Agent for flight arrangements, including preparation of Travel Agent Requirements: Guarantee Letter, SDF & OEC
- Compares & negotiates airfare on agency rates
- Monitor & liaise with agents on vessel movements
- Obtains quotation from shipping agents before appointment
- Send Embarkation/Disembarkation Schedule to concern parties
- Ensures the submitted requirements for the visa application of joining crew are complete and accurate
- Ensures correctness of Seaman's Employment Agreement/Contract of joining crew
- Counterchecks the prepared joining formalities of on/sign crew
- Counterchecks the envelope containing documents of joining crew before sending to the Master onboard
- Counterchecks the requisition and liquidation of Travel Cash Advance & Meal Allowance of joining crew
- Ensures that the crew to dispatch shall receive complete documents, guarantee letter, ticket, uniform, etc
- Counterchecks the crew documents in the crew Blue Book at least two weeks prior dispatch
- Conducts Final briefing to give instructions to joining crew
- Sends to Principal the confirmation of Flight Departure with Crew List and Confirmation Sheet
- Embark and disembark crew in Crew Management System
- Sends updated Crew List to Principal
- Monitors all validity of documents, contract etc. of crew onboard thru Crew List
- Dispatches crew mails / important documents for the vessel
- Performs other duties that may be assigned by management.

LIAISON OFFICER
MARCH 08, 2019 – JULY 31, 2019
MANILA OCEAN CREW MANAGEMENT INC
SECTION F 17F RAMON MAGSAYSAY
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- Receives requests for US Visa processing of crew.
- Requests for payment of US Visa.
- Schedules and advises the crew of his US Visa interview.
- Prepares the documents of crew for his US Visa interview.
- Files for Flag licenses of Crew.
- Sends the new Flag licenses to respective vessels.
- Prepares and processes the contracts of the crew.
- Files transit visa of the crew.
- Prepares report to government agencies.
- Assists the crew in the renewal of their documents.
- Performs other duties that may be assigned by the Superiors.

CREWING ASSISTANT
MARCH 28, 2018-MARCH 7, 2019
MANILA OCEAN CREW MANAGEMENT INC
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CENTER 1680 ROXAS BLVD, MALATE
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- Countercheck and ensures accuracy of the biodata of all line-up crew to be processed
- Countercheck and ensures that the updated status and remarks are made in Crew Management System
- Counterchecks the pre-joining checklist of line-up crew ensuring completeness of documents for timely deployment.
- Advises joining crew to submit laptop or hard drive for virus inspection
- Countercheck and ensures that the crew takes PEME two (2) months prior estimated schedule of embarkation
- Countercheck and ensures that all documents necessary for candidate proposal to principal are complete and accurate. Observe 45 days rule
- Countercheck and ensures all embarking crew are travel ready two (2) weeks prior embarkation schedule
- Counterchecks the original certificates and documents submitted by crew
- Prepares/updates the 201 files of departing crew
- Counter-checks and ensures accuracy of updates of off-signer's data in Crew Management System
- Counter-checks and ensures that properly updated remarks are inputted in the Crew Management System
- Applies Maritime Crew Visa (MCV) of crew
- Counter-checks and ensures that crew is endorsed ahead of time for US-visa application/renewal
- Assist CS-3 in preparing crew documents in the Crew Blue Book, at least two (2) weeks prior dispatch
- Performs other duties that may be assigned by the immediate superior and/or management.

DECK CADET TRAINEE/ RECEPTIONIST
FEBRUARY 28, 2017-DECEMBER 11, 2017
SOUTHFIELD AGENCIES INC.

- Welcome visitors by greeting them in person or by telephone
- Attends telephone calls and referring their inquiries
- Receives packages and letters
- Monitoring logbook
- Issuing Identification Cards to visitors
- Write and distribute email, correspondence memos, letters, faxes, and form

TRAININGS/SEMINARS

Data Privacy Act of 2012
September 11, 2018
Navigator Internationals Maritime Training and Assessment Center Inc.

TRAVEL DOCUMENTS

	NUMBER	DATE ISSUED	VALIDITY
PHILIPPINE PASSPORT	P7530888B	06-Sep-2021	05-Sep-2031
MARINA SIRB	C0886752	04-Aug-2016	02-Aug-2026
ICV COVID-19 YELLOW CARD	BOQML0000996115	18-Aug-2021	N/A

TRAINING CERTIFICATES

	NUMBER	DATE ISSUED
BASIC TRAINING	01	14-Apr-2015
DECK WATCHKEEPING	01	18-Apr-2015
SDS	SDSDILO-16B39-10	25-June-2016
MARPOL CONSOLIDATED	CMPILO-16B25-03	08-Jul-2016

STCW

	NUMBER	DATE ISSUED	VALIDITY
BT COP	24-462362	12-Oct-2015	12-Oct-2020
SDSD COP	27-502146	11-Aug-2016	Revalidation not required

I hereby certify that the above information is true and reliable to the best of my knowledge and skills.


SHIELLA MAE V. DE LA ROSA
Applicant