

PRADEEP SHETTY

OPERATIONS CO-ORDINATER

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📍 Talakala Megina Mane Kolambe, Bajpe 574142 Mangalore Karnataka-India 📅 1994-11-10 🇮🇳 Indian

Objective

I'm a focused individual who has settled into the role of being a service technician with experience on a diverse range of vessels working onboard and offshore within a safety management system.

Experience

OPERATIONS CO-ORDINATER, Al Faris Group

06/2024 – Present

With state of the art lifting and transport equipment and through integrated best practice in QHSE, we provide safe innovative and reliable solution for Heavy lifting and Transport

- Providing documentation of equipment and personnel to clients as per the request of the booking desk.
- Coordinating with the sales team and clients by allocating equipment as per their needs.
- Analyze client needs and develop strategies for meeting those needs more efficiently.
- Preparation of daily schedule for the cranes / crew and documenting of the site pass.
- Preparation of timesheets based on daily booking schedule and follow ups.
- Investigating and resolving customer's issues and complaints regarding operational matters by handling all queries and client's feedback in a professional manner.
- Prepare Incident/accidents reports as per HSE.
- Focal point of contact for all 3rd party inspection for equipment's & Crew for all branches (Roughly around 500 equipment's & 3000 personals annually).
- Dealing with all 3rd party vendors for all inspection at our facility or on-site as per requirement.
- Preparing monthly costing & close-out on payments.

BA Coordinator, SOLAS MARINE SERVICES LLC DUBAI-UAE

06/2021 – 01/2023

Work details

- Conduct scheduled and pre-use inspections of SCBA and EEBD
- Manage inventory of breathing cylinders and parts; forecast quarterly replacement needs, reducing downtime by Y%.
- Coordinated with vendors for repairs and supplies; drafted purchase requisitions and tracked approvals.
- Respond to equipment failures, troubleshoot mechanical issues, and coordinate repairs or remediation.
- Technical Tools like Respirator fit-test equipment & SCBA testing tools
- Produce monthly reports on equipment status, usage stats, and audit findings, presenting to HSE leadership.

- Led internal audits, initiated corrective action plans, and updated safety documentation

HR COORDINATOR, *Shree ganesh construction at ONGC MPRL*

06/2016 – 03/2021
MANGALORE, INDIA

- Experience with HR systems and databases: Understanding of Applicant Tracking Systems.
- Conducted investigations into employee complaints and recommended appropriate actions.
- Coordinated employee performance appraisal process, ensuring timely completion and accurate documentation.
- Provided guidance and support to employees on HR-related matters, including benefits and leave administration.
- Conducted new hire orientations and facilitated training sessions on HR topics.
- Conducted orientation sessions for new employees, ensuring compliance with company policies and procedures.

Education

SSLC, <i>ST. Joseph's High School Bajpe</i>	2010
PUC (commerce), <i>ST. Joseph's Pre University College</i>	2012
Diploma in mechanical engineer, <i>Shree Niranjana Swami Polytechnic Sunkadakatte.</i>	2016

Skills

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| <ul style="list-style-type: none"> • KEY SKILLS AND COMPETENCIES • Third-party inspection coordination • Shift coordination • Transport equipment management • Incident reporting • ERP system proficiency | <ul style="list-style-type: none"> • Heavy lifting solutions • Monthly costing preparation • Predictive maintenance • Crane scheduling • 3rd party vendor management |
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Language

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| <ul style="list-style-type: none"> • English • Tulu | <ul style="list-style-type: none"> • Hindi | <ul style="list-style-type: none"> • Kannada |
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Career Overview

- Reliable Mechanical Technician with a high commitment to safety and productivity. Dedicated to accurate, efficient work and regulatory compliance. Professional and organized with demonstrated communication and teamwork abilities.

Computer Proficiency

- Operating system windows
- Oracle NetSuite

Personal Details

- Date of Birth: 10/11/1994
- Nationality: Indian