

RUZNA FATHIMA

PROFILE

A highly motivated and self-driven professional with over 8 years of experience in the Shipping industry. Recognized as the Middle East topper for the "Introduction to Shipping" subject in the Institute of Chartered Shipbrokers (ICS) and currently pursuing the Membership of ICS (MICS). I possess a proven ability to work seamlessly with colleagues and staff from diverse nationalities, fostering collaboration and achieving optimal results. My ability to manage complex operations while maintaining high levels of service quality has been key to my success in this dynamic field.

WORK EXPERIENCE

Lidoil DMCC, Dubai UAE

Shipping Analyst

October 2024 to present

- Analyze operational costs and revenue performance for owned fleet vessels, ensuring profitability and identifying efficiency improvements.
- Oversee technical management activities, including maintenance, repairs, and dry-docking, while monitoring associated budgets and expenditure.
- Manage class survey schedules, inspections, and IMO/regulatory requirements, preparing detailed reports and ensuring timely completion
- Coordinate with superintendents and procurement teams to fulfill all technical requirements, ensuring vessel seaworthiness and operational readiness.
- Review and verify commercial invoices, ensuring accuracy and alignment with operational data; conduct timely cost and revenue reconciliations.
- Prepare cash flow forecasts and management reports to support strategic decision-making and financial planning.

Kanoo Shipping, UAE

SHIPPING ASSISTANT

2023 Feb- October 2024

- Co-ordinate with vessel's commands / principals / charterer's / 3rd party agents / terminals.
- Dealing with relevant authorities and other 3rd party clients for vessel's smooth operation.
- Handling vessel's documentation.
- Co-ordinate with principals / charterers to issue Bill of lading
- Handling customs declarations and other regulatory paper works.
- Optimizing cargo operation in order to minimize the vessel's turnaround time.
- Maintaining records and databases.
- Preparing / Planning operational Procedures.
- Providing reports to senior management
- Preparing weekly / Monthly reports to management / principals
- Providing daily ports updates to principals
- Maintain and develop positive business relationship with customers and key personals

GAC HUB DUBAI, UAE

April 2021 - Feb2023

DA ANALYST (DISBURSEMENT ACCOUNTS)

- Preparing disbursement accounts for contractual clients for the vessel's calling under GAC & state agents in following countries;
- UAE / Australia / Singapore /China/ Thailand / Malaysia / Indonesia / Egypt / Pakistan / India/Qatar / Saudi Arabia & UK
- Preparing Final DA and submitting to Principals
- Focal disbursement contact point for following Principals; Shell / Equinor / Chevron / Nakilat & Rio Tinto



CONTACT

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Dubai, UAE

PERSONAL PROFILE

- Date of Birth : 18-02-1991
- Nationality : Sri Lankan
- Passport : P0005363
- UAE Driving License: 271161
- Languages : English/ Sinhala/Tamil

PROFESIONAL QUALIFICATION

- Topper in Introduction to Shipping subject for ranking first in Professional qualifying examination conducted by ICS (Institute of Chartered Shipbrokers)
- Reading MICS - Institute of Chartered Shipbrokers (PQE: Professional Qualifying Examinations)
[specialized subject of Tanker chartering and Ship Operations & Management]
- Reading MBA at University of Plymouth
- Association of Accountant Technician in Sri Lanka - Passed Finalist
- Sabragamuwa University in Sri Lanka - Management Studies
- General certificate of Advanced Level in Commerce Stream

OTHER QUALIFICATION

- Completed Information Technology for Business Environment in Chartered Accountant of Sri Lanka
- Completed ESOL Communicator level in City & Guilds
- Diploma in Computer Accounting
- Completed General English at British Council
- Completed Developing Leadership Qualities & Positive Thinking-Future Leaders" Training
- Completed Synergistic Leadership Training conducted by Sri Lankan Police

SKILLS

- Time Management
- Public Relations
- Adoptability
- Teamwork
- Leadership
- Interpersonal skills
- Effective Communication
- Bill of Lading handle
- Disbursements Accounts
- Accounting

COMPUTER SKILLS

- ERP system -IFS/ VOSS/ KPI
- Accounting Packages - Tally/ MYOB/ Quickbook/ Accpacc/ GACship
- Microsoft Office

DECLARATION

I hereby declare that all the above information is true and correct to the best of my knowledge and belief

- Co-ordinate with Principals, GAC offices, operations teams and the accounts staff
- Preparing Proposals / Tenders
- Preparing contracts between vendors and GAC
- Providing reports to senior management / Principals
- Preparing weekly / Monthly reports to management / principals

PRUDENTIAL SHIPPING SRI LANKA

DA PRODUCTION EXECUTIVE

June 2018 - March 2021

- Prepare Proforma disbursement (PDA) of tanker, husbandry, dry cargo vessels.
- Finalize Disbursement Accounts (FDA) of Private Maritime Security (PMSC)/ Husbandry and Tanker vessels
- Prepare Port payments
- Proceed the supplier invoices for payment
- Handle vessel related petty cash
- Follow up outstanding payments
- Prepare weekly/monthly statistic reports
- Provide operational support to clients, offering guidance and assistance on shipping procedures, documentation requirements, and logistical challenges

WILHELMSSEN SHIPS SERVICE DUBAI **September 2015 - May 2018**

DA PRODUCTION ACCOUNTANT/COORDINATOR (November 2016- May 2018)

- Disbursement Accounts finalization Of Tanker, Bunker and husbandry vessels
- Handle RCCL (Royal Caribbean Cruise Ships) DA's.
- Instant invoices preparation related to Ships Agency Operations.
- Analyze monthly ship agency revenue and COGS.
- Follow up on cash box receipts with all cash collectors in UAE offices .
- Monthly reconciliation of cash box receipts.
- Allocate and account inward remittances.
- Miscellaneous Supplier Account Reconciliation.
- CTM (Cash to Master) A/C Reconciliation.
- Ship Spares/ Ship Agency A/C reconciliation.
- Coordinate with DA center in Poland and Global agents in USA, UK, Malaysia, Japan, Norway, Singapore and etc.
- Follow up and receive expenditure report from operations.
- Accounting commission entries.

ASSISTANT ACCOUNTANT

(September 2015 TO October 2016)

- Accounting Bank Payment vouchers – Supplier Payment, Customer Payment, Direct Cash Payment
- Matching supplier payment
- Accounts Payable
- Managing and Accounting Petty Cash Vouchers
- Assign codes for invoices and BPV for data
- Accounting Supplier Invoices – (Local & Overseas Suppliers)

REFERENCE

Chatura Nanayakkara

Chartering Manager
MLB Shipping DMCEST

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Nimmi Patrick

Finance Manager - Wilhelmsen
Ships Service, Dubai

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