

PERSONAL INFORMATION

Address: 15, Kekropos Street, 166 75, Glyfada

Cell Phone: +30 6944 315587

E-mail address: natassa_skoufadi@yahoo.com

Date of Birth: 29 June 1978

WORK EXPERIENCE

Jan 18 – Dec 23 Well Established Shipping Company
(Owner of 7 Oil Tankers & 3 Bulk Carriers)

Crewing Operator

- Manning responsibilities for 5 vessels (3 Bulk Carriers & 2 Oil Tankers).
- Selection, recruitment, evaluation and rotation of seafarers (Multinational Crew: Greek, Filipinos, Ukrainian)
- Making necessary arrangements for crew travel/visas etc.
- Maintaining crew records and control of seafarer employment contracts
- Liaison with vessels and agents on crewing related matters
- Responsibility for fulfilling Flag state regulations
- Coordination with manning, port and travel agents regarding crew changes and handover.

Oct 16 – Feb 17 Mare Management S.A.
(Manager of 8 Bulk Carriers)

Crewing Manager

- Manning responsibilities for 8 vessels.
- Selection, recruitment, evaluation and rotation of seafarers (Multinational Crew: Filipinos, Ukrainian, Croatian)
- Verification of crew documents and certificates
- Making necessary arrangements for crew travel/visas etc.
- Monitoring crew performances and training requirements
- Crew insurance cover and claim handling
- Maintaining crew records and control of seafarer employment contracts
- Liaison with vessels, client and agents on crewing related matters
- Responsibility for fulfilling ITF and Flag state regulations
- Coordination with manning, port and travel agents regarding crew changes and handover.

Dec 11 – Oct 16 Mare Maritime Company S.A.
(Manager of 9 Oil / Chemical Tankers)

Crewing Manager

- Manning responsibilities for 2 - 9 vessels.
- Selection, recruitment, evaluation and rotation of seafarers (Multinational Crew: Filipinos, Portuguese, Cuban, Sri Lankan, Indian)
- Verification of crew documents and certificates
- Making necessary arrangements for crew travel/visas etc.
- Monitoring crew performances and training requirements
- Crew insurance cover and claim handling
- Maintaining crew records and control of seafarer employment contracts

- Liaison with vessels, client and agents on crewing related matters
- Responsibility for fulfilling ITF and Flag state regulations
- Coordination with manning, port and travel agents regarding crew changes and handover.
- Preparation of Key Performance Indicators of Crewing Department as per TMSA and industry standards, presenting quarterly/annually results to the Management

Jan 99 – Dec 11 Unibros Shipping Corporation, Piraeus
(Owner / Manager of 7 Oil / Chemical Tankers)

Aug 04 – Dec 11 Manning Coordinator in Crew Department

- Administration and Handling of recruitment of seagoing personnel.
- Review of all seamen qualification, experience and certification.
- Monitoring / controlling documents and certificates of embarking seagoing personnel, ensuring compliance with the Company's standards.
- Maintaining accurate and continually up-to-date electronic files for all employed Crew.
- Verifying the authenticity of all certificates & preparing contracts of employment
- Co-operating with Port Captains, Superintendent Engineers and Manning Manager on the performance evaluation of seagoing personnel, arranging training seminars, such as Bridge Team Management (**BTM**), **ECDIS**, Engine Resource Management (**ERM**), **RISK ASSESSMENT**, Tanker Management Self Assessment (**TMSA**) etc, according to appraisal reports remarks.
- Handling all crew appraisal reports in collaboration with the Master and the Management.
- Monitoring and expediting the financial settlement of all disembarked crew, (Greek and Foreign), in collaboration with MGA and Finance Division (Remittances to Manning Agency)
- Preparation of Key Performance Indicators of Crew Department

Jan 99 - Jul 04 Senior Secretary

- Organizing Meetings and keeping agenda;
- Keeping and maintenance all sensitive and confidential correspondence of Managing Director;
- Responsible of coordinating various Administrative Duties. Such as:
 - a) Preparation of bank payment cheques;
 - b) Maintaining expense records of vessels (e.g. travel expenses per vessel, delivery expenses per vessel);
 - c) Preparation of Delivery List for vessels;
 - d) Responsible of office supplies
- Responsible of Travel necessities (flights, booking hotels, car rental e.t.c.)

EDUCATION

1996 - 1998 **Omega Institute**
Graduate of Dept. of Maritime Studies

1993 - 1996 1st Lyceum of Glyfada

SEMINARS

- Risk Management, HELMEPA, November 2013
- Crew Management Training Course, SQE Academy, July 2013
- Maritime Labor Convention (ILO-MLC 2006) Compliance

- ABS Academy, September 2012
- Seagull, As Computer Based Training Seminar
Seagull, Piraeus 10th March 2005 & 25th October 2006
- MTI, Network Awareness Training Course (How to handle Crisis)
MTI, in house training, Piraeus 30/06/05

LANGUAGES

- Greek: Native
- English: First Proficiency in English, University of Cambridge, 1999
- French: Sorbonne, Université de Paris, 1999

IT / COMPUTING

- Windows operating system
- Microsoft Office
- Internet
- Smart Crew Management, SeS by Vardakis (electronic control of contracts, appraisals, Key Performance Indicators as per TMSA, review of ISM forms and training records)
- Telecomputers
- Danaos Enterprise software

REFERENCES

Available Upon Request