

Mertzani Paraskevi

Address: Chalandri, Attika Tel: 6945-931490, email: v_mertzani@yahoo.com

Date of Birth: 24 July 1983, Nationality: Greek, Marital Status: Married

Summary

Currently Senior HSSQE Operator of TMS Cardiff Gas with over 15 years of professional experience in the Maritime Sector. Adopted skills in the development, implementation and continuous improvement of Management Systems in compliance with regulatory requirements, ISO standards and industry best practices. Forward thinker in terms of safety culture and mental health through proposals, initiatives and campaigns. Expertise related to the collection, analysis and presentation of statistical data for management quarterly and annual reports. Actively participating in building in-house Company's ERP in cooperation with WebDev team related to HSSQE functions.

Self-motivated, loyal and proud of doing good individual and teamwork. I enjoy learning new skills and improving my current ones, especially if they are of use to my company and my personal career.

Educational Profile

Sept 2001 to B.Sc. in Shipping Studies, Upper Second Class Honours

Sept 2005 University of Piraeus - Athens, Greece

Management of Shipping Companies, Shipping Economics, Chartering Practice, Total Quality Management (TQM) in Shipping, ISM Code, Logistics, Quantitative Methods, and Shipping Law

Sept 1995 to Greek Apolytyrion: Overall Grade: 17, 2 / 20

June 2001 Markopoulo Lycee - Athens, Greece.

Experience

May 2014 to Senior HSSQE Operator

Present TMS Cardiff Gas Ltd. - Athens, Greece -George Economou Group of Companies

- Liaise with Class, authorities, and third parties, ensuring that all vessels conform to all relevant international, statutory, classification, marine industry, and company requirements so that all certification and approvals are maintained.
- Communicate the company policies and procedures for proper implementation within the organization, and promote a strong safety culture, as well as the concepts of occupational health, safety, and environmental excellence.
- Monitor and keep abreast of industry and/or technological developments, the introduction of new regulations, and amendments to existing ones; develop ideas and projects that contribute to the overall efficiency of the system and to the continual improvement of its performance.
- Administer, implement, maintain, and improve the Company SQEMS, ensuring that all vessels are operated in accordance with Company policy and procedures.
- Perform quarterly and yearly analysis of the results of audits, inspections, and TMSA reviews, as well as monitor the trends and statistics of incidents and hazardous occurrences by actively participating in Management Review Meetings.
- Review and analyze relevant data and associated trends in order to develop and improve the HSSQE departmental functions.

- Supporting member of the Emergency Response Team for administrative issues.

May 2008 to Internal Auditor / DPA Assistant

May 2014 TMS Tankers Ltd. - Athens, Greece *George Economou Group of Companies*

- Conducting internal ISM/ISO office audits.
- Development of approved and required plans (Ship Security Plans, Environmental Management System Plans, Company's SMS according to TMSA, ISM Code, ISPS Code, SOLAS, MLC, and OCIMF requirements).
- Monitoring TMSA KPIs progress, assisting in the management review preparation, maintaining/updating the departmental filing system, and following up on the non-conformities, observations, safety meetings on board, SMS/EMS/SSP revisions, near miss reports, accident reports, defect reports (monitoring through PMS, type approved), external and internal audit arrangements/attendances, flag administration requirements (Greek, Liberia, Malta, Marshall Islands, and Cyprus flag), and registration of the newly acquired vessels.
- Preparing and sending all the delivery documents, including communication with Flag Administrations, for each vessel.
- Maintaining and updating records of vessels' certificates (SMC, ISSC, CSR, and Registry).

Sept 2006 to Coordinator in Technical and S&Q Department

May 2008 Maran Gas Maritime Inc. - Athens, Greece - Angelicoussis Shipping Group LTD.

- Development of all IMO approved and required plans (Ballast Water Management Plans, Garbage Manuals, Cargo Securing Manuals, SOPEP, SMPEP, and Environmental Management System Plan).
- Monitoring TMSA KPIs progress, assisting in the management review preparation, maintaining and updating the departmental filing system, and following up on the non-conformities, suggestions for improvement, safety and emergency drills, master's reviews, safety meetings on board, SMS/EMS revisions, and near miss reports.
- Responsible for assisting the Technical Department in arranging class attendances onboard the fleet vessels, PSC inspections, and USCG inspections.

Dec 2005 to Assistant Coordinator in Technical Department

Sept 2006 Kristen Navigation Inc. - Athens, Greece- Angelicoussis Shipping Group LTD.

- Responsible for keeping files for technical forms received on a periodic basis and noting overdue forms to the Technical Department.
- Organizing Guarantee Claims records and filing.
- Carrying out general secretarial duties as and when required.

Language Proficiency

English (Cambridge Proficiency), Spanish (Diplomas of Inicial and Basico)

Computer Skills

October 2005 Microsoft Office Specialist Certification- MOS (Microsoft Office Applications)

Interests

Travelling, theatre, reading, sports, yoga

References upon request