Oswaldo Ramirez

Calle Millan, Resd. Karuay, To B-2, P 01, Apto. 1-6, Alta Vista sur, Ciudad Guayana, Bolivar 8050, Venezuela • (286) 9613256 • osjorare@gmail.com

OVERVIEW

Energetic and motivating leader with a proven ability to effectively manage long and short-term projects. A self-starter and strong independent worker who excels at analyzing products and procedures in order to generate new ideas that improve efficiency and production quality.

PROFESSIONAL EXPERIENCE

SIDOR, C.A., *Ciudad Guayana, Bolivar*
**CARGO PROGRAMMER** (2007-Present)

Manage daily documents related to the programmed cargo of steel products to be delivered on board the ships as well as letters on SIDOR port terminal regulations.

* Prepare letters on SIDOR port terminal *regulations* to be taken to the captain (Master) of the respective vessel for approval before the loading process begins.
* Prepare, revise and update documents related to the control of steel products being shipped to vessels. These documents are such as *Statement of Facts, Pre-Stowage Plans* andthe *Mobilized Cargo Reports*.
* Issue the *Final Stowage Plan* and *Statement of Fact* along with the respective *Mate’s Receipts* to be taken to the captain (Master) of the vessel for approval after the loading process is finished.

SIDOR, C.A., *Ciudad Guayana, Bolivar*
**DATA ANALYST** (1996-2007)

On the revision and the issuing of maritime dispatch documents by data network. The team consisted of 6 individuals from the *Document Service* department at SIDOR port terminal.

* Issued several documents such as *Packing Lists, Quality Certificates, Bill of Ladings and Certificate(s) of Origin*; this according to the material delivered on board the ships. In addition to this, the respective *Invoices* were added to the documents, once the *Invoices* were received from the SIDOR *Billing Service* department.
* Organized the documents according to the respective Invoices, and then be sent to the SIDOR *Credit and Collection Services* department.

SIDOR, C.A., *Ciudad Guayana, Bolivar*
**DATA TERMINAL OPERATOR** (1986-1996)

Operated data terminals containing the data network used to manage and control the inventory of steel products in warehouse of SIDOR port terminal. The team consisted of 4 individuals from the *Inventory Control of Product and Cost* department at SIDOR port terminal.

* Controlled daily by different printed reports, the receiving of steel products from other departments as well as the dispatching of them to destination outside the company (*National Dispatch*) and/or to cargo ships (*International Dispatch*) at SIDOR port terminal.
* Issued inventory reports at the end of every month to perform the physical inventory in warehouse of SIDOR port terminal.

EDUCATION

**NATIONAL EXPERIMENTAL UNIVERSITY OF GUAYANA,** Degree in Foreign Trade, 2000

**MODERN SCHOOLS INC., MIAMI, FL., USA**, Degree in English Language, 1990

Tranlator – Bilingual - Transcriptionist