

RABAH BOUGUETOF

Shipping agency manager | Marine operations manager | Supply chain & port logistics manager | Port operations | Shipping sales & marketing executive | Ship chandler

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Motivated and self-directed professional with more than 19 years' background in shipping agency management, quality control, and continuous learning, seeking a challenging role to contribute to operational efficiency and strategic growth. Seeking a dynamic and collaborative work environment where I can apply my skills and contribute to the success of the team.

Willing to relocate: Anywhere

Personal Details

Driver's License: B, Cars

Eligible to work in the UK: Yes

Highest Level of Education: Bachelor's

Industry: Business Operations, Customer Service, Food Preparation & Service, Human Resources, Loading and Stocking, Logistic Support, Management, Marketing, Mining & Oil, Other, Production & Manufacturing, Sales

Total years of experience: 23

Work Experience

Agency manager

HYPROC SHIPPING COMPANY - Arzew maritime Agency-Arzew

June 2017 to Present

- Led the newly established Arzew agency following the merger of Arzew and Bethioua offices (2015).
- Directed overall operations, ensuring efficiency, profitability, and high service standards.
- Oversaw vessel port calls and maintained 24/7 operational readiness.
- Managed budgeting, financial performance, and disbursement accounts (DA).
- Represented the agency before port authorities, ship owners, and charterers.
- Ensured compliance with national regulations and IMO standards.
- Led department heads and multidisciplinary teams to achieve performance objectives.
- Negotiated contracts, managed key client relationships, and supported business development.
- Reported to shareholders and senior management on operational performance and strategy.

Head of operations department

HYPROC SHIPPING COMPANY - ARZEW SHIPPING AGENCY-Arzew

July 2010 to October 2017

- Directed and supervised port and vessel operations to ensure efficient and timely execution.
- Managed boarding agents and operational staff, maintaining 24/7 service coverage.
- Coordinated berthing, pilotage, towage, and bunkering operations.

- Ensured compliance with ISPS code and safety regulations.
- Prepared operational reports and handled crisis management when required.
- Maintained strong communication with ship masters, port authorities, and clients.

Quality representative - Arzew maritime agency

HYPROC SHIPPING COMPANY - Arzew maritime Agency-Arzew
October 2010 to July 2017

- Implemented and maintained the Quality Management System (QMS) in accordance with ISO 9001 standards.
- Monitored compliance across operational processes and identified non-conformities.
- Conducted internal audits and prepared reports with corrective and preventive actions.
- Maintained quality documentation, procedures, and manuals.
- Tracked KPIs and supported continuous improvement initiatives.
- Assisted in external certifications and surveillance audits.

Shipping agent (Boarding agent)

HYPROC SHIPPING COMPANY - BETHIOUA SHIPPING AGENCY-Bethioua
November 2006 to June 2010

- Represented the agency onboard vessels during arrival and departure.
- Assisted the Master with port formalities and documentation procedures.
- Coordinated with port authorities, customs, immigration, and harbor officials.
- Managed original shipping documents (Bills of Lading, manifests, crew lists).
- Facilitated crew changes and supervised cargo operations.
- Ensured compliance with ISPS code requirements and provided continuous operational support.

Clothing store owner

BOUTIQUE WIZA-Arzew
August 2003 to November 2006

- Managed daily store operations, oversaw sales activities and customer service and coordinated purchasing and pricing of merchandise.
- Maintained positive customer relationships, ensured a welcoming and professional shopping environment and managed cash handling and basic accounting tasks.

Part time English teacher

Arzew Mixte High School-Arzew
October 2001 to July 2003

- Taught English to high school students. Developed students' reading, writing, speaking, and listening skills.
- Assessed student progress through assignments, tests, and oral presentations.
- Collaborated with colleagues to enhance curriculum and maintain high educational standards.

Part time English lecturer

Oran university-Oran
September 1999 to July 2001

- Teaching English language courses to undergraduate students.
- Assessing student performance through assignments, exams, and oral presentations.
- Maintaining high academic standards in collaboration with faculty members.

Part time English lecturer

Bab Ez-zouar University-Algiers
September 1997 to March 1998

- Taught English courses to undergraduate students in operational research. - Prepared and delivered structured lectures and tutorials focused on technical and academic English. - Conducted assessments and evaluated students' academic performance.

Education

English language (University degree)

Es-Senia University-Es-Senia city , Oran.
September 1993 to July 1997

- Developed advanced proficiency in English (reading, writing, speaking, and listening).
- Studied linguistics, literature, translation, and cross-cultural communication.
- Applied language skills in professional reporting, documentation, and communication.
- Strengthened analytical, research, and presentation abilities.

Skills

- Emotional Intelligence and ability to understand and respond to emotions in oneself and others.
- Expérience en gestion d'équipe
- Négociation
- Microsoft Office Suite (Word, Excel, PowerPoint).
- Problem solving & critical thinking
- Microsoft Office
- Adaptability & self-learning (autodidactic).
- Time management & organization.
- Final disbursement accounts (FDA) establishment and control.
- Maritime regulations & IMO / ISPS Compliance.
- Stress management & resilience.
- Vessel documentation & customs formalities.
- ISO 9001 Quality management implementation.
- Strategic planning & decision making.
- Intercultural awareness & collaboration.
- Shipping operations & port agency management.
- Sens de l'organisation
- Leadership & team Management.
- Service client
- Communication & negotiation skills
- Gestion d'équipe
- Vente
- Leadership

Languages

- Arabic - Fluent
- French - Fluent
- Berber (Kabyle) - Fluent
- English - Fluent

Links

<https://www.linkedin.com/in/rabah-b-7247b1398/>

Military Service

Branch: Algerian Navy

Service Country: Algeria

Rank: Officer

March 1997 to September 1998

I completed my military service within the Algerian National Navy as a commissioned officer. I served as a section leader and was also responsible for the administration of the barracks.

Commendations:

Commissioned Naval Officer (National Service) | Mar 1997 – Sept 1998

ALGERIAN NATIONAL NAVY – Algeria

- **Military National Service:** Completed mandatory national service duties as a designated officer within the Algerian National Navy fleet.
- **Leadership & Command:** Developed advanced competencies in organizational discipline, operational communication, and team management within a structured, high-stakes maritime framework.

Certifications and Licenses

Workplace safety.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Circular economy.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Negotiation with Laurent Mermet.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Professional diploma in procurement, sourcing and supply chains.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

A successful mindset.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

IT serving my business.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Data presentation.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Effective leadership.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Social media marketing.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Effective presentations.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Professional communication.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

ISO 9001:2015: Quality management system.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Professional e-mails.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Inventory management.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Sales with Neuro-Linguistic Programming.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Diploma in general management.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Strategic analysis for environmental management.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

How to recruit and manage your team.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Design thinking for beginners.

February 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Introduction to cyber security.

February 2026 to Present

Effective verbal and nonverbal communication skills.

February 2026 to Present

Professional networking for career advancement.

February 2026 to Present

ISO 9001:2015: The complete guide to quality management system (QMS).

January 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Effective human resources administration.

January 2026 to Present

Certificate obtained through self-paced distance learning (self-taught).

Corporate strategy.

September 2025 to Present

Stress management.

July 2025 to Present

Finance for non-financial managers.

January 2025 to Present

Problem solving and decision making.

November 2024 to Present

Objectives setting (Objectives and Key Results : OKRs).

October 2024 to Present

Meeting management.

September 2024 to Present

Team management.

July 2024 to Present

Transactional analysis.

June 2024 to Present

Performance management.

June 2024 to Present

Managerial communication.

April 2024 to Present

Managing with Neuro-Linguistic Programming.

February 2024 to Present

Sales force management.

February 2024 to Present

Algerian finance law.

January 2021 to Present

Expires at the next law or next revision.

Algerian labor code training.

November 2020 to Present

Risk management (ISO 9001:2015).

August 2019 to Present

ISO 9001:2015: A logical evolution.

July 2018 to Present

Cyber security awareness.

June 2018 to Present

ISO standards.

April 2018 to Present

Financial management in maritime sector.

March 2017 to Present

Oversea immersion (visited YAKIN DUGU Agent in Turkey).

December 2015 to Present

International auditor ISM code.

December 2014 to Present

Internal auditor ISO 19011

January 2014 to Present

Maritime transport contracts.

October 2013 to Present

Internal auditor - ISO 19011.

January 2013 to Present

ISO 9001:2008 Awareness.

April 2009 to Present

Maritime transport.

October 2008 to Present

ISPS code awareness.

August 2008 to Present

Additional Information

Hobbies:

- Listening to music: Classical, Celtic, Charki, Kabyle and Rock).
- Self-directed / autodidactic learning.
- Walking for relaxation and stress relief.
- Exploring new technologies or tools independently, enhances adaptability and technical curiosity.