



# RENAN MATOS CALADO SANTOS

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## SUMMARY

More than 13 years of experience in Ship's Agency, including activities as PDA, Husbandry Services, Boarding Attendance, Port Operations Following, Vessel's Clearance and FDA; more than 1000 vessel's port call attended including Container Vessels, Ro-Ro Vessels, Bulk Carriers, Tankers and Cruise Ships. Operations Coordinator and Port Captain since 2020 at Santos (Brazil) Port Area. Logistics coordination covering depots and warehouses operations (empty handling, M&R, reefer services and full unities services as stuffing/stripping, cross docking and pre-stacking)

## EDUCATION

**Master of Business Administration:**  
MBA - BUSINESS INTELLIGENCE,  
MANAGEMENT AND ANALYTICS, 2025.  
**Universidade Anhembi Morumbi** -  
São Paulo, SP - Brazil

**Associate Degree**  
FOREIGN TRADE, 2019.  
**Universidade São Judas Tadeu** -  
Santos, SP - Brazil

## EXPERIENCE

**Logistics Coordinator**, 04/2024 to current.

**MEDLOG - Transport & Logistics** - Santos, Brazil

- Coordinate a team of 11 employees.
- Coordinate and oversee container terminals and depots operations to ensure maximum capacity and profitability.
- Ensure close contact with clients in warehouse services (Stuffing, stripping, Cross docking and pre-stacking).
- Oversees container depot operations performance in Maintenance & Repair, handling and reefer container maintenance (structure and machinery).
- Keep in close contact with the Equipment Control department to absorb maximum capacity of empty container units in terminals and cover the necessities of equipment demand.
- Report deviations and solutions in container long stay, workshop performance and handling performance to our principals.

**Operations Coordinator / Port Captain**, 05/2020 to 04/2024.

**MSC - Mediterranean Shipping Company** - Santos, Brazil

- Coordinate a team of 9 boarding agents.
- Coordinate and oversee vessel operations, from within the terminal wherever possible ensuring that conditions are in place to minimize the port stay of all MSC Vessels.
- Highlight deviations from the Berthing plan to the Network department and propose solutions that should improve the prospects for the Network as a whole.
- Act promptly to secure the best possible outcome for our vessels alongside by following the operations closely and reacting to changes in circumstances.
- Spend time on the terminal to fully understand what is happening on the quay as familiarity with real-time activities will help you anticipate upcoming problems.
- Escalate shortfall in service to the terminal management right up to the highest levels rather than expect others to take the responsibility.
- Work with the terminal on strategies to reduce lost time and improve productivity in a cooperative way to build a long-lasting partnership.
- Maintain the Berthing program and upload into the Event Manager whenever there is a change
- Weekly reporting to share the results, successes and challenges of the week.
- Vessel incidents and accidents report and solution.

**Boarding Agent**, 03/2016 to 05/2020

**MSC - Mediterranean Shipping Company** - Santos, Brazil

- Handle daily MSC Container vessels operations including scheduling and coordination of vessel movements, setting up pilots, tugs, launch boats, delivery of stores, and bunkers, line handling, etc, as needed.
- Prepare cargo documents (cargo manifest, statement of facts, stow plans, bills of lading, etc.) as well as all required government forms for entering/clearing of vessel, cargo and crew.

- Attend inspections by various regulatory bodies (Health Authority, Federal Police, Customs Aduana). File berth applications and notice of readiness. Attend the vessel on arrival and sailing from the terminals.
- Communicate/update owners, charterers, vessel, port authorities, govt. entities, and terminals concerning vessel schedule, conditions, etc. in a timely manner

**Operations Assistant**, 03/2015 to 05/2016

**Wilhelmsen Ships Service** - Santos, Brazil

- Coordinate and update all parties concerned with vessel movement including principals/customers, Port Authority, and appropriate government authorities.
- Respond to all customer inquiries concerning their vessels.
- Prepare forms and documentation required by the agency and state and federal authorities.
- Coordinate crew changes and spare parts delivery including transportation arrangements, hotel reservations and immigration clearance.
- Procure operation and administrative services as required for assigned marine vessels including coordinating pilots, tugs, and linesman and berthing assignments for vessels.
- Boarding of vessels at the Port of Santos as required.
- Exercise high quality vendor service management and cost control.
- Prepare required documents to Brazilian Authorities in order to ensure all necessary clearances for arrivals and departures.
- Perform other related duties at the discretion of Operations Manager

**Boarding Agent**, 06/2009 to 02/2014

**Hamburg-Sud** - Santos, Brazil

- Handle daily vessel operations including scheduling and coordinating of vessel movements, setting up pilots, tugs, launch boats, delivery of stores, and bunkers, line handling, etc, as needed.
- Prepare cargo documents (cargo manifest, statement of facts, stow plans, bills of lading, etc.) as well as all required government forms for entering/clearing of vessel, cargo and crew.
- Attend inspections by various regulatory bodies (Health Authority, Federal Police, Customs Aduana). File berth applications and notice of readiness. Attend the vessel on arrival and sailing from the terminals.
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## SKILLS

- Port Operations Management.
- Depots and Warehouses operations management.
- Ability to solve/organize vessel's daily necessities and problems.
- Autonomy and initiative
- Proficiency using Microsoft office applications.
- Well-developed Communication skills
- Ability to work under pressure
- Fluency in English (oral and written)