****LEONIDES**

[**LEONIDES.120286@2freegmail.com**](mailto:LEONIDES.120286@2freegmail.com)

**Nationality: Filipino – Age: 35 – Married, Residence Visa Valid: 14.05.2013**

**POSITION APPLIED: MATERIAL CONTROLLER**

**CAREER OBJECTIVE**

Seeking to find a challenging position in the Oil & Gas, Natural, Petroleum and Power Plant as a Material Controller / AutoCAD draftsman within a company that offers me the possibility to use my experience to best serve the needs of the company and improve its bottom line profitability.

**SUMMARY OF QUALIFICATIONS**

* 5 years of Material Controller, 1 year as AutoCAD Operator 1 ½ year as Pipe and 1 year as, Lay-outman.
* Recently working at SK ENGINEERING LIMITED (RRE PROJECT) as Material Controller/IMMS Operator.
* With knowledge of MS Office, AutoCAD & IMMS Integrated Management System.
* Expose and extremely familiar with Oil & Gas, Natural Gas and Power Plant Project Materials.
* Multi discipline and willing to work with minimum supervision.
* Extensive Knowledge of AutoCAD 2007 & 2008 2D / Microsoft Word, Excel and Internet.
* Ability to manage multiple projects, meets deadlines, and works overtime.
* Ability to work on projects autonomously in a fun team environment.
* Strong ability at site for line checking of all the materials to installed and allocate base on latest revision drawings.
* Ability to read and understand isometric drawings BOQ.

**PROFESSIONAL EXPERIENCES**

Ruwais, Abu Dhabi U. A. E. June 9, 2012 – May 13, 2013

**POSITION: MATERIAL CONTROLLER / IMMS OPERATOR**

**DUTIES AND RESPONSIBILITIES**

* Receiving and updating all the deliveries received on daily basis.
* Input into system all the materials base on the packing list from vendor and local purchase materials.
* Properly check and count all the materials that I received to avoid any lose and material damage.
* Check the documents or packing list attached together with the item that I received for comparison.
* Prepare the necessary documents for the materials for the inspection.
* Report or email any defects found on the materials together with photo’s as proof.
* Proper segregation of all the material to avoid any delay of issuing.
* Allocate all the materials properly on their designated area depending on the item to be kept and store.

**HIAP SENG ENGINEERING LIMITED**

28 Tuas Crescent, Singapore 638719 October 7, 2011 – June 8, 2012

**POSITION: MATERIAL CONTROLLER**

**DUTIES AND RESPONSIBILITIES**

* Responsible for receiving the materials from the suppliers and updating the receive materials.
* Ensuring that the said materials are in good conditions to avoid any problem between the supplier and the materials department.
* Taking photos when necessary to serve as evidence for all the materials been received.
* Making remarks or note on the DO’s receive at all time when receiving the materials.
* Proper segregation of all the material from small to bigger volume of quantity.
* Proper separations of all stainless steels and carbon steels to avoid any contamination of the said materials.
* Making any reports for the materials shortage and damage reports.

**SHILOH INTERNATIONAL CORPORATION**

Ayala Alabang, Muntinlupa City, Philippines August 28, 2008 – February 18, 2010

**POSITION: MATERIAL CONTROLLER**

**DUTIES AND RESPONSIBILITIES**

* Responsible for coordinating all lay-down yard and warehouse personnel activities.
* Secure the warehouse at all time and restrict to non-authorized person.
* Receive materials into the warehouse stock and issue parts to departments as needed.
* Focus on planning to minimize urgent orders of materials on site.
* Forward approved requisitions to the site base office.
* Track the progress of Purchase Orders.
* Proper inventory of all the materials issued to avoid any problem in the completion of the construction works.
* Maintaining the proper inventories and inventory data to be updated at the computer.
* Maintain adequate stock levels of materials to avoid delayed of issuing materials to be needed.
* Perform inventory of stock and maintain physical inventory in the warehouse.
* Maintaining the cleanliness and orderliness at all time

**FIREPRO SYSTEM INTERNATIONAL**

Dubai U.A.E May 11, 2007 – May 10, 2008

**POSITION: AUTOCAD DRAFTSMAN**

**DUTIES AND RESPONSIBILITIES**

* Assist with the coordination between designer, client, and associated trades.
* Preparing the finish plan / design for the client especially P & I Diagram structural and mechanical layouts.
* Develop, modify or update structural and piping drawing comfortable to the client existing standard and specification.
* Preparing piping plans, isometric drawings to be issued at site.
* Duties included permits to contractions prior to commencing excavation within the refinery.
* Responsible for all mechanical drawings, produce drawings based on the most current information available.
* Responsible for all fire fighting design such as sprinkler, fire alarm and smoke detectors.
* Responsible for estimating the BOQ for all the materials to be use.
* Responsible for all mechanical such as piping revision drawings.
* Responsible for the generation of as-built drawings and plotting all drawings done.
* Assist with the coordination, ordering, and delivery of materials related to AutoCAD.

**GAMA ENDUTRI TESISLERI EMALAT VE MONTAJ**

Yuzhno Sakhalinsk, Russia April 11, 2005 – February 25, 2007

**POSITION: MATERIAL CONTROLLER**

**DUTIES AND RESPONSIBILITIES**

* Responsible for coordinating all lay-down yard and warehouse personnel activities.
* Supervising the warehouse storekeepers and workers in their duties, and assist for housekeeping duties on daily basis.
* Oversee the preparation and usage of all materials control documents.
* Prepares detailed receiving plan such as the location of unloading referring to documents which show actual shipping status consulting with warehouse rigging supervisor.
* Informs the transportation supervisor of unloading area for the materials receiving.
* Determines the amount of types of warehouse storage space needed according to the construction schedule, delivery schedule, volume of materials, and the use of time.
* Inspect the materials on arrival for damage in compliance with reference documents in prepares / check materials receiving status to inform the material controller superintendent.
* Prepares "Material Receiving Report (MRR) "and reports it to material control superintendent.
* Disposes of the materials that are received in shortage or damage and advises material control superintendent, whether insurance claims or back charge are applicable.
* Prepares "OS&D Report "for overage shortage or damage and or of specification of materials and request the warehouse MR inspector or material receiving inspection.
* Coordinates with the warehouse storekeepers of the material status.
* Report the Marian coordinator to update for the material receiving and issuing by Marian and material tracking construction use.
* Advises the material control superintendent to request for the purchase of the material, when necessary.
* Ensures that his subordinates observe the safety requirements and that construction equipment and tools are kept in safe due to weather condition.

**HYUNDAI ENGINEERING & CONSTRUCTION, CO. LTD.**

Bushehr, Islamic Republic of Iran February 5, 2004 – August 5, 2004

**POSITION: PIPE FITTER**

**DUTIES AND RESPONSIBILITIES**

* Select types and sizes of pipe related materials accordingly to job specification.
* Plans sequence of installation to avoid obstructions and activities of other construction workers.
* Cuts pipe, using cutter, hammer chisel, cutting torch and cutting machine.
* Assembled and installed variety of metal and non-metal pipe and pipe fittings.
* Proper installation of valves and gaskets and checking the line to know whatever materials are needed to complete the list, normally than on punch list.
* Draw lay-out, read and interprets blueprints and drawings.
* Lay-out fabricate, installed pipe shoe guides, pipe support and spools.
* Prepare isometric drawings in detail showing “BOQ” on the drawings to obtained information and instructions of superior.
* Follow whatever foreman’s instruction to avoid any wrong installation or misuse of materials.
* Proper checking of materials to be installed based on the latest revision drawings.
* Maintained a good relationship to other worker to work easy and to produce a nice production daily.
* Maintaining the cleanliness of working area before and after the completion of jobs.

**DAIJUNG MACHINERY & CO. LTD.**

Ilijan, Batangas City, Philippines September 23, 2000 – May 30, 2001

**POSITION: PIPE FITTER**

**DUTIES AND RESPONSIBILITIES**

* Prepare and clean the work area daily to avoid any accident while working.
* Prepare all the necessary tools to be used to avoid any delay of fabrication.
* Follow all the instructions given by foreman in charge.
* Ensuring all the fittings are fit and equal to the isometric drawing to be fabricated.
* Cutting and grinding all the materials for preparation on spool fabrication.
* Report any progress done on everyday activity.
* Proper coordination on all workers to avoid any missed install fittings.
* Keeping all those permit likely, hot permit, cold permit to start all the daily job to be authorized by HSE Department.
* Ensure cleanliness and orderliness of working area after leaving the work area.

**AG&P HEAVY FABRICATION COMPANY**

Bauan, Batangas, Philippines September 21, 1996 – August 31, 1997

**POSITION: LAYOUT-MAN**

**DUTIES AND RESPONSIBILITIES**

* Proper layouts of base plate, gusset plate and pad eye and other structural and mechanical layout.
* Making layouts of beams to be installed at site for the column.
* Responsible for all metal sheets layout.
* Using tape measurement commonly when making holes layout from top to bottom of beams and plates.

**TRAINING ATTENDED**

**AG&P MARINE DIVISION**

Bauan, Batangas, Philippines May 2, 1996 – June 14, 1996

**POSITION: DRAFTSMAN (OJT)**

* Undergo on the job training as Draftsman for 300hrs.

**EDUCATIONAL BACKGROUND**

**COLLEGE LEVEL :TECHNICAL DRAFTING** 1994-1996

:Batangas State University

:Batangas City, Philippines

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

**LEONIDES**