**RESUME**

Monday

[Monday.278718@2freemail.com](mailto:Monday.278718@2freemail.com)

DATE OF BIRTH:                    29th January 1972

PLACE OF BIRTH: Ewohimi in Edo State.

**INSTITUTIONS ATTENDED WITH**                               **DATES**

Salford University of Business School 2013

Delta State University Abraka 1997-2003

Excel Computer Tutors, Ilupeju, Lagos     1995-1997

Holy Savior’s College, Isolo, Lagos 1983-1989

Mushin Town Council, Mushin. Lagos 1979-1983

**QUALIFICATIONS OBTAINED WITH DATES**

MSc Procurement, Logistics and Supply Chain Management Expected

Bachelor in Banking and Finance (BSc) (2:2) 2003

Diploma in Computer Operation (Certificate) 1997

West African School Certificate (WASC) 1989

First School Leaving Certificate (Testimonial) 1983

**PROFESSIONALS COURSES ATTENDED**

Certified Practitioner in Procurement & Logistics - CPPL

Helicopter Underwater Survival Training (HUST)

Basic Offshore Safety Induction and Emergency Training (BOSIET)

Health, Safety and Environment (HSE Courses) Level 3

Health, Safety and Environment (HSE Courses) Level 1 &2

Accredited by Shell Petroleum Development Company (SPDC)

Saipem (SCNL) Human Resources and Logistics Training

Shell Swimming Certificate (VALID).

**EXPERIENCE ON**

2012 RLM (Resources Logistics Management/Ressources Logistiques Management)

2004 IPES SAP R3

2004 Maximo (Material Administration System).

2005 Internal Project Management Course

2005 MS Excel (version 4.0).

2005 Database Course (version 4.3).

2005 Saipem Cont. Eni –Group, Material Control Courses as follows: -  
CICS - Customer Information Control System

IMA -  Internal Material Administration

MCQ - Catalogue Maintenance & Query System

EQU -  Equipment Index System

MTO -  Material Take-Off

2006  MS-Access interface for agreement conversion to SAP R3

2006: CDM (Controlled Document Module)

**REQUIRED COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES**   
• Proven track record within Oil & Gas.

Strong administration skills.  
• Ability to effectively use Microsoft packages (Word, Excel, and PowerPoint).   
• Demonstrable experience within a Logistical role in the oil industry.   
• HMRC experience.   
• Familiarity with shipping practices and handling methods.   
• Working knowledge of international and domestic logistics requirements.  
• Previous experience of shipping equipment to Nigeria both by air and sea.   
• Experience with the Form M process.   
• Working knowledge of import and export procedures.  
• Experience of working in a fast paced environment where priorities can vary.  
• Disciplined document management skills.

**WORK EXPERIENCE**

**COMPANY: PRIME LEASING WEST AFRICA LIMITED**

1. **POSITION**: **LEAD LOGISTICS /MATERIALS COORDINATOR Oct 2010 - To date**

**Duties/Responsibilities**

* Lead a team of competent and engaged personnel to deliver service and value excellence.
* Manage the day-to-day Subsea equipment, infrastructure and field intervention vessel

activities relating to the installation.

* Participate in HSE related activities - Tool Box Meetings, Site HSE walks / inspections.
* Liaise with EPC Contractor to ensure materials and equipment are efficiently managed.
* Liaise with expeditors and logistic personnel to ensure correct export/ import documents to avoid delays.
* Carry out inspections of received materials and equipment as required.
* Work closely with Site Material Coordinator to help ensure correct receiving, handling and storage on delivery of materials and equipments according to approved handling, storage, and preservation procedures.
* Notify the Client warehouses (if applicable) on impending deliveries and liaise with materials/logistics personnel client’s regarding urgent deliveries.
* Monitor and follow up with EPC contractor on timely delivery of replacements for damage and shortage materials.
* Carry out materials inspection on materials required for offshore work.
* Manage the materials control for offshore work and maintain relevant registers.
* Work with EPC contractor on the materials layout plan and proper storage of materials stored onboard platform.
* Ensure all accommodation bookings are confirmed in writing and invoicing/billing protocols are followed.
* Provide monthly reports to management.
* Manage Client's attendance tracking system and associated ROTA's for designated personnel.
* Establish and maintain all travel arrangements for personnel travelling between agreed pick up points and SVT.
* Act as an interface to coordinate any flights between Prime Leasing and SVT once ROTA is established.
* Interface with Client's logistics team with respect to flight demand planning.
* Manage all hotel bookings for employees.
* Monitor budgets associated with project.
* Interface with project planning team in preparation to for final transfer of ATS management to site schedulers
* Responsible for overseeing the inventory management process, defining departmental strategies for appropriate inventory levels, eliminating obsolete and off-spec material, and reduce aging material
* Develop methods and procedures for scheduling of raw materials from suppliers to support manufacturing in achieving customer demand and minimizing cost impacts to Prime Leasing.
* Create, manage and achieve the overall logistics and customer service department budgets.
* Develop and lead Sales and Operations Planning (S&OP) process.
* Oversee the development of the facility to ensure the project is delivered on time and within budget.
* Develop and implement a long-term strategy and business plan.
* Manage all aspects of daily operations including optimum use of manpower and equipment to ensure the efficient and cost effective handling & storage of materials.
* Analyze performance throughout the operation and plan / implement improvements.
* Maintain the facility to agreed standards.
* Responsible for all staff training and implementation of HSE and Security procedures.
* Continually develop new business through the introduction of new clients and improved or innovative service offerings.
* Liaise closely with key customers to ensure business is retained.
* Provide full report to senior management.
* Perform related duties as assigned or as the situation dictates

**2. COMPANY: CHAPEL TECHNICAL ENGINEERING COMPANY (ONNE FREE ZONE)**

**POSITION HELD:**  **LOGISTICS COORDINATOR Nov 2007 – Sept ‘10**

**PROJECT HANDLED CLIENT**

Bonny Underwater Gas Pipe Line (Phase II) SHELL

**Duties /Responsibilities**

* Coordinate and manage long term support projects involving warehousing Camps and boat transportation solution in collaboration with key business stakeholders, CT and external parties.
* Identify and ensure breakdowns in Logistics support work processes and systems are corrected/improved.
* Establish a mechanism to track such KPI's ensure periodic review with stakeholders and demonstrate visible improvements using such KPI's.
* Ensure effective coordination of all Logistics service requirements for Drilling, Completions, Production and Construction customers ensuring reduction inroad transport exposure and cost while achieving full customer satisfaction.
* Manage Logistics interfaces in the field and ensure full resolution of all logistics related complaints from stakeholders.
* Identify and agree with key stakeholders Logistics key performance indicators.
* Establish a mechanism to track such key performance indicators, (KPIs) and ensure periodic review with stakeholders and demonstrate visible improvements using such KPI's.
* Manage Water trucking operations for all Chapel Businesses in Ground birch and Deep Basin.
* Ensure contractors compliant to Road Transport Standard and processes in place to reduce incidents related to Water handling and Freight hauling.
* Liaise with relevant Regulatory Authorities and manage Chapel Technical compliance with all current applicable logistics regulations.
* Fully participate in developing Logistics Contract Strategies Lead Contractor Business Performance Reviews for contracts directly held, and fully participate in BPR’s for other Logistics Contracts.
* Provide Logistics field leadership and supervise Field Logistics staff.
* Actively manage high risk activities such as Rig Moves through observation and advisory support.
* Supervise the implementation of Chapel Road Transport Standards for all Chapel employees and all Contractor companies and employees in Ground birch and Deep Basin.
* Ensure ongoing compliance with the Road Standards through periodic audits and contractor reviews.
* Identify and eliminate Logistics and related areas of waste and demonstrate improvements in support of the Waste to Cash and other Lean initiatives.
* Demonstrate visible and full commitment to health, safety and protection of the environment.
* Demonstrates safe work practices, lead/take part in safety meetings, and advises relevant
* personnel of any non-conforming conditions.
* Address (first response) Logistics HSE issues and solicits RPD HSE support Facilitate with contractors investigation of Road Transport and related incidents.
* Participate in HSE audits, assist with collection of safety data, and participate in incident

investigations.

* Ensure compliance with disposal of damaged/obsolete inventory.

**PROJECT HANDLED CLIENT**

Bonny Underwater Gas Pipe Line Shell Petroleum (SPDC)

Abua/Odua Gas Pipe Lines Shell Petroleum (SPDC)

**Duties / Responsibilities**

* Manage Logistics Base support team and the materials for correct requirements on time to the drilling rig site and follow up the look ahead planning’s.
* Participate to the creation and setting off of a good operational logistic adapted to the project.
* Assist and support air and sea operations connected to the offshore operations.
* Plan and coordinate logistic means to ensure deliveries of equipment/materials, Fuel and water to offshore operations
* Ensure that all issued documents are in order and agreement with Boat captain in place and local authorities, manifest, loading list, package list.
* Good knowledge on logistics means on lifting equipment and international regulation regarding handling and lifting,
* Plan and coordinate logistics means to ensure crew changes between hotel and the site by helicopter or speed boats.
* Perform a supervisory role to assist in directing and managing all for both personnel and materials and coordinates daily with logistics and materials superintendents.
* Ensure the full and correct implementation of all contractual obligations.
* Manage and coordinate all logistics operations located at the site and jetty base and ensure a good storage and good delivery of material requested by users.
* Knowledge and understanding of Materials and Logistics Management particularly in the Oil and Gas industry and setting up operating in remote and challenging environments.
* Experienced in setting-up and working with various inventory and control systems Focal point for all suppliers and contractors.
* Commercially aware and a good negotiator.
* Ensuring HSE standards are well organized.
* Verify and control Permit to Work and SIMOPS systems where interfacing operations take place.
* Ensured that Contractor’s Site Induction policy is implemented and induction courses are regularly refreshed.
* Excellent planning and organizational skills.
* Man management skills with the ability to be a team player whilst providing effective leadership.
* Good interpersonal skills with the ability to relate well at all levels of an operational organization and communities.
* Does other duties as directed by Project Manager/ Line Manger from time to time.

**COMPANY**: **SAIPEM CONTRACTING NIGERIA LIMITED (ENI GROUP).**

**POSITION HELD**:  **LOGISTICS COORDINATOR Oct 2003 to Oct 2007**

**Duties/ Responsibilities:**

* Assist with the Coordination of vessel clearances and customs procedures.
* Booking of services such as vessel berths, cranes, barges, tugs, trucks etc as required.
* Coordination of services and the delivery of equipment to the vessel including vessel stores and bunkers via the specific project / client procedures or call-off mechanisms developed.
* Coordination of personnel movements with the project personnel coordinator in the (Location) offices and vessel OCM.
* Ensured all materials equipment movements, manifest and material receipt records are kept

and copies sent to the project procurement department.

* Liaise with the project procurement department.
* Preparation of PO requisitions and coordination between suppliers and the project procurement team.
* Provide a main point of contact with subcontractors, such as welding and sea-fastening companies.
* Delivery coordination of project equipment and materials.
* Record all hire equipment on-hire and return dates.
* Delivery of project equipment and materials, requisitioning of and recording of all hired equipment dates of on-hire and off-hire.
* Maintain Daily Activity Reports for the project as required.
* Responsible for working within the provisions and guidelines of the Quality Assurance system in compliance with ISO 9001.
* Responsible for personal safety and for ensuring work is undertaken using safe working practices.
* Undertake work in accordance with company HSE procedures.
* Does other duties as directed by line management from time to time.

**POSITION HELD:**  **LOGISTICS CREW CHANGE OFFICER**

**PROJECT HANDED CLIENT**

Soku Debottlenecking (DBN) Phase II SPDC

**Duties/Responsibilities**

- Mobilize and demobilize of crew personnel.

- Coordinate all offshore crew changes including marine personnel.

- Liaise with Project Managers, Clients and Subcontractors for mobilization and demobilization.

- Manage operations vehicles pools for effective optimization and utilization.

- Coordinate visas via the Visa Coordinator for intending personnel on vacations.

- Coordinate flights via the Travel and Marine Coordinator and arranged their lodging.

- Coordinate with the Offshore Administrator in respect of the administration of crew changes.

- Issue new employees with their PPE for proper safe practice.

- Conduct all activities in accordance with the Company's Integrated Management System.

- Liaise with MRP/Inventory Management for all low/stock out.

- Ensures all containerized back loads are in a safe, secure and effective manner.

- Manage Operations Contractors to operate within approval contract ceiling and budget.

- Ensure that the Job Safety Analysis is properly carried out for all the activities.

- Organize and manage Safety inspectors’ tasks on site.

- Organize and manage Environment aspects through Environment supervisor and inspectors team.

**POSITION HELD**:  **LOGISTICS OFFICER**

**PROJECT HANDLED CLIENTS**

NLNG Erection Works GTS-2/4 (Slug Catcher) LNGN (BONNY)

**Duties/Responsibilities**

* Coordinate the activities of staff and contract staff in the team for effective teamwork on Onshore and Offshore for production to work out successfully.
* Create and sustain appropriate interfacing with relevant parties (Land, Water and Aviation) to ensure safe and reliable transport services with no delay to production.
* Assist the definition and maintenance of the Product Line.
* Coordinates and resolves issues regarding existing and new products.
* Control Product Line costs includes sourcing decisions for cost containment.
* Develop and maintain processes to balance global capacity and demand.
* Assist production facilities in lead-time reduction efforts.
* Makes recommendations to improve productivity, quality, and efficiency of operations.
* Maintain lead-time reporting.
* Provide forecasting assistance to Regions and Production line manager (PLM).
* Coordinate supply chain activities to support SCNL objectives.
* Relies on extensive experience and judgment to plan and goal accomplishment.
* Ensures project materials takeoffs are coded correctly.
* Develop and maintain good working relationships with vendors, achieve credit terms with vendors in line with company requirement and policies.
* Manage Operational Contractors to operate within approval contract ceiling and budget.
* Liaise with HR for logistics information on Staff arrivals and departures, and plan to meet requirement.
* Maintain dependable sources of logistics movement environment.
* Deal fairly and honestly with all staff, vendors and sub-contractors.
* Coordinate and monitor all projects’ procurement needs and materials stock.
* Ensures all HSE and safe practices are carried out all the time for workflow.  
  Performs other duties as assigned by management.

**POSITION HELD:  LOGISTICS PERSONNEL**

**PROJECT HANDLED CLIENT**

AKPO (Construction) Project Phase 1& 2 Total (E&P)

**Duties/Responsibilities**

* Preparing and maintaining mobilization and demobilization rotas for all personnel.
* Provide input for daily maintenance of PoB and personnel files.
* Ensure that all offshore timesheets are accurate, submitted on time and filed.
* Record and processed through to closeout all pay queries.
* Liaise with Radio Officer for all onshore travel arrangements.
* Co-ordinate the storekeepers and raise offshore material requests as required.
* Manage and control an effective and efficient store for electrical, mechanical, tools, equipment including rigging equipment.
* Ensured stores people are familiar with the job and individual tasks.
* Produced various reports.
* Scanned hard copy documents into electronic filing systems.
* Assistance with producing hard copy documentation for meetings etc.
* Assist with the preparation and submittal of daily reports.
* Preparation and distribution of minutes of meeting and action registers.
* Maintain an effective filing system for key documents in both electronic and hard copy.
* Perform general administration support as required.
* Ensure Contractor’s lifting equipment is certified and managed through a colour coding system.
* Implement changes in regulations, standards, and Company rules.
* Monitor and record HSE activities of the project, and assist Package manager in presentations and preparation of report.
* Collect and report HSE statistics.
* Maintain good relations with all team members and ensure procedures are followed indiscipline and consistent manner.
* Manage the materials control offshore and maintain relevant registers.
* Manage logistics for materials ordered.

**POSITION HELD**:  **LOGISTICS CHAIN OFFICER**

**PROJECT HANDLED CLIENT**

Okpai –Independent Power Plant. (IPP) Delta State Agip Oil Co (NAOC)

**Duties/Responsibilities**

* Sources material availability with SAP methods.
* Activates process to meet operational constraints.
* Review daily plan and requirements, source from suppliers, check material availability to see if operational needs can be met.
* Maintain accurate material stock in system to satisfy audit requirements.
* Inspect all Receipts items against documentation received and communicated with each user group for its clearance and provide audit trail.
* Ensures all Goods Returns are accompanied by Transfer Orders/Forms with appropriate Notifications and Material Manifests in a timely manner by coordination Inventory Value, Inventory Level and PM Order schedules.
* Ensure all material transport equipment are returned in a timely manner.
* Support all user groups and procure material in a timely manner avoiding any downtime.
* Receive Issues, Replenish & Maintain Satellite warehouse critical spare stock in an auditable manner.
* Conduct in-house audit and assist Audit personnel.
* Coordinate requirements with Operations, Maintenance, Drilling, and Operations Support Services to meet operating constraints.
* Fully conversant with, and perform Helicopters Landing Operation duties when called upon.
* Coordinate with platform operators for offloading cargo on a priority basis.
* Communicate and coordinate with boat captains/crew, platform/crane operators for best judgment of handling/offloading cargo.
* After offloading cargo, sort out materials and communicate with each department for its clearance.
* Responsible for maintenance of lift gears in the Facilities Platform.
* Order materials for outlying platforms.
* Ensure availability of consumable items for field use.
* Single point of contact for queries from Operations Support Personnel.

**PROJECTS HANDLED: CLIENTS**

OKPAI –Independent Power Plant. (IPP) Delta State Agip Oil Com (NAOC)

NLNG Erection Works GTS-2/4 (Slug Catcher) (LNGN)

AKPO PHASE 1&2 (Total E&P)

NAOC Civil and Emergency Works. Agip Oil Com (NAOC)

NAOC IDU- OB/OB Pipeline. Agip Oil Com (NAOC)

WILBROS Bonny Corridor. Agip Oil Com (NAOC)

JACKET CONSTRUCTION ExxonMobil

SOKU DEBOTTLENECKING SHELL

GBARAN UBIE GAS PIPE LINES. SHELL

BONNY UNDERWATER GAS PIPE LINE SHELL

**SPECIAL ATTRIBUTES:**

Willingness to learn

Commitment to excellence.

Subscription to learn work.

Interpersonal skills.

Self- Started and innovation mind.

Good sense of humour.

**CAREER MOTIVATION**

I enjoy working in a team of highly skillful professionals where new ideas and challenges are addressed and results achieved.

**LANGUAGES SPOKEN:** English, Ishan and Yoruba. Read, Write and Speaks Fluently.