

NAGALINGAM , B.Com,

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| **S/N** | **Criteria** | **Skill Set Required** | **Skill Set Offered** | **Compliance** | **Remarks** |
| 1 | Qualification | * Bachelors Degree in Commerce & Accounting | * Diploma in **TALLY** * Diploma in **PCP** course * Inventory SAP system | Yes |  |
| 2 | Experience | * Minimum 5 years in material expertise on purchasing department | * 25 years of experience having expertise in Procurement, Inventory Control, Material Inspection System, | Yes |  |
| 3 | General Requirement | * General multi discipline knowledge | * Possess fundamental knowledge on other disciplines | Yes |  |
| 4 | Specific Requirement | * Knowledge of SAP codes and standards * DEP/Company standards * International codes and standards | * Has good knowledge in SAP codes, DEP, Incoterms and other required standards * Meets requirement | Yes |  |

**Company Power Tech Engineering LLC.,**

**Petroleum Development of Oman.**

**Nationality** Indian

**Age** 46 Years

D.O.B - 25-07-1969

Family status - Married

**Profession** Materials Management

**Specialisation** Material Planning, Measuring & Monitoring Control

**Current position** Material Controller

**Year of joining firm** 2011

**Qualifications:**

* **Bachelor of Commerce**, M.K. University, India
* Diploma in **TALLY** (Certification Course)
* Diploma in **PCP** course (Certification course)

**Key Work Experience:**

Nagalingam has over 24 years of experience having expertise in Procurement, Inventory Control, Material Inspection System, SCM and Account book keeping through a network. Familiar in handling importing goods. Abilities in enhancing outsourcing & scrap contracts, production process operations, optimizing resource & capacity utilisation, escalating operational efficiencies towards achievement of organizational objectives.

Ascertaining requirements and developing budgets, plans for procurement of material, capital goods, machines, equipment, chemicals, consumables, spares etc. through a vendor base in the country & abroad. Maintain a current vendor’s list and catalogues, prepare specifications, solicit bids, interview vendors, prepare correspondence in regard to ordering and receiving purchases. Managing distribution networks to allow for smooth movement of material from vendors’ end to plant & to customers / end users. Measure actual performance against goals on regular basis and present results to Senior Management. Liaise with principals, Suppliers, Buyers, Various in-house departments and customers for systematic quality function

Governing the inventory function by Purchasing, Maintaining up-to-date supplier catalogues, Reviewing purchase requisitions with originator, Ensuring purchase orders are properly authorized and taking action to process urgent orders, Obtaining quotations, Placing orders, Enter purchase orders on line. Preparing and distributing inventory reports, Preparing and distributing inventory catalogues, Checking system stock on inventory levels with purchaser Coding materials into inventory, Maintain all computer changes to inventory items. Introducing stores locating system, labelling system, Inventory layout and set-up, so as to reduce inventory-holding expenses. Reducing unwanted inventory by removal of quality non-compliance materials and disposal of quarantine materials by adopting waste management system. Implementing best inventory procedures to optimize usage and minimize wastage.

Have good knowledge on MESC code and other international codes and standards. His proficiency in MS office and thorough understanding of ERP software in use at site proves his ability to grasp new technology quickly to assimilate himself to the latest software skills required to effectively execute his responsibilities. A team player with excellent communication and leadership abilities. Admirable inter personal skills with good experience working in cross cultural and multilingual teams

PTE/STS - Tebodin JV proposes the candidature of Nagalingam for the position Material Coordinator.

**Career Summary:**

2011 - till date PTE/STS-TEBODIN, Oman

Material Controller

Jan 2006 to Dec 2010

Alfa Power, India,

Procurement Assistant

Jan 2000 to Dec 2005

Alagar Poly Bags, India,

Warehouse In charge

Jan 1995 to Dec 1999

GSA Plant Engineering, India,

Warehouse In charge

Apr 1991 to Dec 1994

Alagar Poly Bags, India,

Store in charge

**Professional Experience:**

**2011 - till date PTE/STS Tebodin, Oman**

**Material Controller**

STS is fully accredited by AIB Vincotte International with EN ISO 9001-2000. Working in Oil & Gas Engineering Procurement & Construction Field (controlled by Petroleum Development Oman)

Locations: PDO - Qarnalam, Fahud and Lekhwair

Responsibilities:

* Responsible in receiving & checking company materials deliveries, duties to check the quantity & quality of items received, as per PO. Description and specification required
* Prepare Documents and Report such as:
* Quotation Request,
* Purchase Order
* Delivery Note, Gate Pass & transmittal Form
* Material receiving report
* Issuance Form (Consumables & Yard Materials)
* Weekly Procurement Delivery Report
* Daily & Monthly report of consumables materials status
* Weekly report of store materials status
* Daily monitoring of consumables & Structural materials
* Collaborate with various departments to manage efficient flow of all materials.
* Prepare an efficient shipping schedule and evaluate all production schedules and determine all required materials and ensure availability of all materials.
* Coordinate with departments to ensure efficient movement of all materials and evaluate all materials sent to production department.
* Prepare reports for all materials and manage transportation of materials from one department to another and prepare all production records on computerized system.
* Coordinate with all department managers to ensure accountability for all materials.
* Maintain all sensitive data information and prepare appropriate project schedule.
* Maintain all information for status of materials on weekly basis.
* Collaborate with construction team to schedule all deliveries and manage all delays and ensure compliance to all material requests.
* Prepare required reports for all cost accounts and procurement to ensure compliance to all account payable requirements.
* Prepare required documents and maintain all files for material delivery sites and prepare efficient work schedule.
* Updating and maintain all records through SAP

Projects:

* RO water Plant upgrade
* Borsig compressor upgrade
* Chemical Injection skid
* Water Injection skid
* Water Injection Ring main upgrade
* Electrical 132KV & 33KV OHL & Road Crossing Upgrade
* All Engineering Maintenance (Hookup, Operation, Integrity, FCP) Works
* Electrical 132KV & 33KV OHL & Road Crossing Upgrade

**Jan 2006 to Dec 2010 Alfa Power, India, Procurement Assistant**

Responsibilities:

* Procurement of project materials as per the Standards and Specs.
* Negotiation with the suppliers and choose the best quality product available in the market.
* Submission of Material Portfolio to the client and the material sample for approval.
* Coordinate and liaise with the project department for making sure the availability of material at site.
* Invoice preparation and submission of money to the suppliers and dealers in time.
* Coordination with Finance department for purchasing the products and invoices.
* Updating and maintain all procurement records through SAP

**Jan 2000 to Dec 2005** **Alagar Poly Bags, India,** **Warehouse In charge**

Responsibilities:

* Maintain proper record for all incoming and outgoing materials
* Arranging and maintaining properly the materials at the yard & Store by item and department wise.
* Inform prior to the manager about the materials shortages.
* Maintain proper discipline and HSE awareness among the workforces.
* Conducting daily Tool Box Talk to the workforce before starting the Job.
* Tidy & cleaning in the workspace

**Jan 1995 to Dec 1999** **GSA Plant Engineering, India**, **Warehouse In charge**

.Responsibilities:

* Maintain proper record for all incoming and outgoing materials
* Arranging and maintaining properly the materials at the yard by item and department wise.
* Inform prior to the manager about the materials shortages.
* Maintain proper discipline and HSE awareness among the workforces.
* Conducting daily Tool Box Talk to the workforce before starting the Job.

**Apr 1991 to Dec 1994**  **Alagar Poly Bags, India**, **Store in charge**

Responsibilities:

* Monitoring and Controlling of all Loading and Unloading materials.
* Maintain proper material dispatch details, Delivery Order and purchase orders
* Preparation of periodic stock list.
* Coordinating with Logistics department in order to prepare the packaging ready.
* Packing of all kind of Construction materials according to the supplier’s requirements.
* Checking of imported materials according to the purchase order and arrange them properly in the individual allocated racks.
* Reporting to the Store Manager for any requirement related to store department.
* **January 2011 onwards** -

**Powertech Engineering LLC, Oman, Material Controller**

* **Jan 2006 to Dec 2010**

**Alfa Power, India, Procurement Assistant**

* **Jan 2000 to Dec 2005**

**Alagar Poly Bags, India, Warehouse In charge**

* **Jan 1995 to Dec 1999**

**GSA Plant Engineering, India, Warehouse In charge**

* **Apr 1991 to Dec 1994**

**Alagar Poly Bags, India, Store in charge**

**Training Courses Attended :**

* HSE **course**
* **H2S Awareness Course**
* **Stop Training**
* **Job Hazard Analysis Course**
* **Dealing with Hazards & Risk (DWHR),**
* **Initial Fire Response (IFR)**
* **SAP inventory DATA entry training**

**Computer Literacy:**

* MS Office
* SAP Systems

**Languages Known:**

* English
* Tamil
* Hindi
* Malayalam (Fair)
* Arabi (Fair)