Amadiegwu

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## Materials/ Logistics Supervisor

A PGD in Petroleum Engineering graduate; Well Informed and passionate Materials/Logistics Coordinator/Supervisor with over 14 years of experience dealing with operations and ensuring all logistics are thoroughly planned and managed. Organizational entrepreneur with enthusiasm for organizational goals and objectives and a dedicated focus on operation, administrative duties and company advancement. Possesses the ability to work effectively with a team or without supervision, sets high expectations for self and fellow workers, and excels in analytical thinking, customer service, communication, motivation, flexible thinking and work station ergonomics.Looking for challenges in Materials Management /logistics.

### AREAS OF EXPERTISE AND CERTIFIED TRAINING

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| * Banksmanship
* Effective Communication Basics
* Confined Space Entry
* CSE, LOTO, and RPE
* Documentation
* Effective Presentation Skills
* First Aid and CPR
 | * General Safety
* Job Safety Analysis
* Hazard Analysis Management
* Microsoft Office
* Permit to Work
* Rigging and Lifting
* Safe Rigging and Lifting
 | * Safety (STAT)
* Safety Leadership Expectations
* Supervision and Management
* Technical Report Writing
* Waste and Hazardous Materials
* Waste Management
* Work Station Ergonomics
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### KEY SKILL ASSESSMENT

Time Management– Completes tasks fully with a thorough sense of urgency, ensuring all work is not only done effectively, but also is efficient and managed in a timely, organized fashion.

Project Management– Oversees employees with a warm and supporting presence while encouraging all workers to push themselves to meet new expectations and exceed old goals. Leads as a model employee.

### PROFESSIONAL EXPERIENCE

ZEXIDENT LIMITED

Port Harcourt, Rivers State Nigeria(January 2016—Present)

Logistics Coordinator/Planner:

* Understanding,planning, overseeing, recommending and reviewing the transportation, shipment and distribution of products from one location to another.
* ActivelyInvolved in stocking, stuffing/Unstuffing, Loading/unloading of materials and coordinates delivery..
* All warehouse operations.
* Tracking Shipments, controlling and inventory of stocks, submit customs documents, preparing of reports, commercial invoices, Bill of lading, Bill of Entry, Delivery Notes, issuance of proforma invoices, and ensuring customer service is met.
* General management of import and export shipments
* Handles quotations and correspondence with clients, and government and resolves their queries.
* Advised organizational leadership on efficient employmentof equipment and personnel
* Check and approves Job tickets, staff scheduling and quality inspection of line haul.
* Supports and Enforces company HSE policies and procedures.
* Maintain metrics, reports,process documentation, customer service logs and safety records
* Excellent freight negotiation skills with customers.

**ACHIEVEMENTS:**

* Coordinated and managed fleet of vehicles…50 Flat bed trucks, 7 low bed trucks,15 light vehicles, I crane, 2 forklifts and personnel, while supporting operations of Oil Servicing Companies without any safety issues.
* Coordinated and managed import and export shipments of various companies and individuals.

CHEVRON NIGERIA LIMITED (CONTRACTOR)ONNERIVERS State(July 2005 – March 2015)

DRILLING Materials/Logistics SUPERVISORJune2010— March 2015

Coordinate materials for drilling, warehousing, and logistics to and from offshore rigs, prepare operational reports, boat manifests etc and coordinate activities with other departments, Contractor personnel and supply chain units .

* Receives drilling programs from the rig for requisition of tools, chemicals and equipment, organizes them and dispatches them safely to the rig and on time.
* Establish work schedules and procedures for drilling in addition to schedules of transportation and dispatching for crews to airports and other services
* Maintains, stores, repairs and services company tools and equipment in liaison with machine shops and other contractor companies.
* Assign duties to Quayside supervisors, drilling fluid surveyors, drivers, and clerks while overseeing all teams and ensuring smooth, timely operations throughout.
* Work effectively as a drilling materials coordinator.
* Has excellent understanding of drilling equipment, drilling processes, stock, inventory and management.
* Inspect dockyard for received and shipped materials, and verify a copy of the material safety data sheet is sent along with the chemicals to the rig and rig returns are dispatched safely to owner service companies
* Confirm rig has all necessary materials and documentation to safely complete project
* Makes sure all Company HSE policies, systems, standards, procedures, regulations and objectives are complied with by company personnel and contractors.
* Coordinate with all internal partners & service partners to ensure a successful delivery of service.

**DRILLING MATERIALS / LOGISTICS COORDINATOR:July.2005 --- May2010**

Tasked with all logistics and materials on behalf of Chevron’s Drilling and Completions Campaigns multi rig, multi partner ( SDWPL,JDZ,AGBAMI,EG SUD ) in Nigeria, Equatorial Guinea & Sao Tome

* Ensuring all contractor and warehouse items are fit for purpose and shipped IAW drilling program.
* Ensuring all vessel operations meet predetermined schedules
* Perform all steps involved in the procedures for Drilling materials Warehouse, Pipe yard stock transaction
* Finalize well reconciliation on the completion of each well and produce end of well usage report
* Coordinating the prompt delivery of all drilling equipment to the rig.. Making sure that the respective vendors pick up their materials on return from the rig.
* In conjunction with the ware house supervisor, physically ensure stock account accuracy against well issues and Rig returns.
* Maintains and reconciles drilling materials inventory periodically with that of supply chain management’s
* Full coordination of all logistics involving the discharge , loading of chevron support vessels

Checking of Job Order,JobSheets,Work Tickets of service partners to ensure compliance with AFE (Charge Codes ) and verification of cargo measurement report .

* Sequentially coordinates, chases and monitors contractor’s response & delivery of oil tools and materials as per the Rig’s RFM and consequent preparation of MTFs for onward freight to the RIG.
* Develops boat sailing manifests as against all material loaded on board for the rig’s consumption
* Actively supports and understands the objectives of Operational Excellence and participates in its implementation
* Ensures all credit returns to vendors are actioned accurately
* Establish work schedules and procedures .Organize, plan and oversee operational logistics while also tasked with resolving attendant work related issues.
* Prepare and submit operational progress reports and coordinate activities with other departments including supply chain units.
* . Schedules transportation and dispatching of crews including airport and other services.
* Ensures smooth operation of all machinery including computers and arranges for their repair .

**SUPERVISION OF DRILLING FLUID ENGINEERS TASKED WITH**:

* Auditing, Bulking and Surveying of drilling fluids hauled by Chevron supply vessels and in service partners liquid mud plants.
* Quality control (Testing and Analysis) of drilling fluid properties in mud plants,inspections and inventory of deep-water drilling chemicals.
* Preparation daily mud plants and supply vessels drilling fluids reports
* Ensuring safety procedures and steps are followed to avoid incidents and spillage.

**ACHIEVEMENTS** :

* Participated successfully in the drilling & completion of 18 wells in AgbamiDeepoffshore field.
* Part of the drilling team that was involved in the drilling of various wells in Meji offshore field: Iroko#1,Nsiko # 1,2 &3 wells
* Actively involved in logistics involving CHEVRON JV RIGS

SHELL NIGERIA EXPLORATION COMPANY (SNEPCO)--CONTRACTOR, Onne, Port Harcourt, Rivers State

Operations SupervisorMay 2002 – June 2005

Coordinated all logistics for mobilization and demobilization of drilling materials and personnel, oversaw packing, racking, stacking, transfers, tubulars, warehouse cost control, transportation, and training; and managed team of 15 employees

* Prepared procedures and materials for Deepwater Warehouse transactions and fully coordinated all logistics involving the discharge and loading of SNEPCO rig support boats and trucks.
* Ensured all incoming and outgoing materials were reported adequately and efficiently to the SNEPCO support base, controlled correct utilization of documentation for each worker
* Drilled and completed the SNEPCO HPHT Wells Bonga Project 1-16 and assisted team drilling the BoliaProject 1--3

Graduate Trainee (2000 – 2001)

* Trained under the Documentation Officer, Agency Officer, Warehouse Officer, Transportation Officer, and the Steve Doring Office

### EDUCATION

**Post Graduate Diploma in Petroleum Engineering**

Federal University of Technology | Owerri, IMO State | 2004

**Bachelor of Science in Industrial Chemistry**

UNIVERSITY OF PORT HARCOURT | Rivers State | 1998