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Seeking immediate placement as a Material Coordinator / Buyer / Expeditor / Warehouse Supervisor / Logistics Supervisor.

###### PROFILE IN ABSTRACT

Over 20 year experience in the Middle East with responsibilities in handling procurement, storage, expediting of all types of materials, spare parts, machinery, equipment, oils, lubricants, chemicals, gases, paints, safety gears, vehicle spares, fabrication material, drilling materials, general consumables, stationery and other logistics during erection, construction, commissioning, operation, modification works, shutdown jobs, Onshore / Offshore Drilling and emergency situations with additional responsibilities in coordination.

Effectively handled roles as a : -

* Material Officer /Material Supervisor (Warehouse, Logistics Department)
* Assistant Purchasing Officer (Commercial Division / Procurement Department)
* Buyer / Store Controller (Field Procurement, Logistics, Store Supervision)
* Storekeeper / Coordinator (Warehouse / Material Coordination)

Handled projects in United Arab Emirates from well known clients and contractors such as National Drilling Company (NDC), Abu Dhabi Marine Operating Company (ADMA-OPCO), BOROUGE (From Alj. Grinaker LTA Engineering Contracting Co. & ADNOC (GASCO, TAKREER, ADCO)

###### QUALIFICATION / EDUCATION

1. 3 Year Diploma of Associate Engineer
2. Higher Secondary School Certificate in Pre- Engineering Group (12 Year)

###### ERP / INVENTORY CONTROL / MAT’L MANAGEMENT SYSTEM & SOFTWARE SKILLS

1. **SAP** Production System (Inventory Control / Material Management)
2. **MAXIMO** (Purchasing, Inventory & Resources Modules) and Materials & Procurement Systems PORTAL/G **(PASSPORT)**
3. ADNOC’S Material Management System MMS 9000 **(AGMICS)** with Shell MESC. System for Material Coding.
4. DUBAL’s Inventory Control Package.
5. MS-EXCEL & MS-WORD

PROFESSIONAL SKILLS

Material Coordinator / Material Controller / Store Controller / Warehouse Supervisor / Material Supervisor / Logistics Supervisor / Buyer / Material Expediter / Inventory Control / Stock Control / Procurement / Material Management

CERTIFICATION

H2S BREATHING APPARATUS

FIRST AID

BASIC FIRE FIGHTING

OFFSHORE SEA SURVIVAL

ACHIEVEMENTS

Services were appreciated and an **Appreciation Letter** was issued by ADNOC’s Gas Processing & Pipelines Division Manager.

Teamwork & duties were acknowledged and twice a **Spot Recognition Award** was given by ADMA OPCO’s Commercial Manager.

Successful Material Co-ordination during 1st Shutdown of OGD 1 Project Plant Habshan. (ADNOC Gasco).

Rearranged ADNOC’s Gas Processing & Pipeline Division’s Warehouse at Habshan having nearly 40,000 items.

WORK EXPERIENCE

**Company : National Drilling Company (NDC)**

**Place : Onshore / Offshore Drilling Rigs, Main Warehouse Mussafah, Centralized Rigs Store Buhasa**

**Position : Material Officer / Material Supervisor**

**Period : 29th July 2006 – 14th October 2016 (DIRECT HIRE)**

**Responsibilities**

* Supervises and responsible for receiving of wide range of material for normal operation (onshore / offshore drilling), projects and major maintenance, ensuring that the received materials are in accordance with the requisitions, approved purchase orders and forwarding documents such as invoices, packing lists, dispatch notes and shipping details.

The job mainly involves checking, identification as per the requisition/order number, designations, specifications, reference to the Material Equipment Standards & Codes (MESC / SAP Code), viewing mech. drawings, electrical/instrumental catalogues & diagrams, other tech. data sheets and necessary data available in the computerized system. Prefers to carry out this job in the presence of supplier’s/vendor’s representative. Where inspection, special analysis or laboratory test is required, inform the concern department for prompt action.

* Oversees, reviews, raises Over Short and Damaged Reports.
* Controls, checks, participates and plan ahead for issue of all types of materials against requisitions / work orders / day to day requirement raised by the user for ongoing and scheduled works, ensures that authorized personnel has approved the issue requisition/voucher and the value of material signed is not beyond what is shown in the delegation of authority chart against his job title. All actions on the issue of material are in accordance with FIFO principle and not with LIFO.
* Oversees material transfer (receiving/issue) from / for other Rigs, Main Warehouse and Centralized Rig Stores.
* Handling direct charge materials (Non Stock Items) according to the company's written procedure, intimate the concerned department immediately if any direct charge material is delivered. This involves necessary documentation and shipping to the user section.
* Controls and handles return of material from various departments to the warehouse. Ensures that materials are checked and technically inspected to identify damaged materials, raises service order for repair work and co-ordinate either with company’s own workshop or other service center. Prepares RETURN NOTE for only good conditioned and those materials which have no immediate/near term requirement.
* Issues Call off Purchase Orders for materials having price agreements.
* Communication with rig based client’s representative (Drilling Supervisor) Rig Managers other key Rig crew members for planning and supply of material required for ongoing drilling operations.
* Coordination with Buyers, Expeditors, Project Teams, Operation Dep. to identify priorities and discuss status of Purchase Orders.
* Coordinates with Logistics Officers, Head Quarter / Onsite Radio Rooms, Mail Rooms, Aviation Department other Material Supervisors for dispatch, collection, delivery of immediately required critical items.
* Coordinates with Drilling Engineers, Onshore / Offshore Tubular Coordinators for inspection, receipt and dispatch of Drill Pipes, Drill Collars, Cross Over Subs, BOP, Annular BOP, Kelley Valves, Safety Valves and other Well Control Equipment in line with well drilling programs and planned operation.
* Coordinates with local workshop, service companies for delivery of handling tools, equipment sent to them for repair under notification raised by different users and establishes close contacts with 3rd Party Engineers, Inspector, keeping track of assets, capital spares and insurance items and monitors inventory of high value items, drilling equipment
* Coordination between purchasing department maintenance team for new rigs projects at Lamprell Ajman / Sharjah, Dry Docks, erection of new rigs in the field, major maintenance projects.
* Expedites delivery of Purchase Orders and coordinates for follow up of various equipment under repair, inspection or certification.
* Creates general work orders / purchase requests and assists Rig Manager, Assistant Rig Managers, Rig Electrical Engineer, Rig Mechanical Engineer. Rig Barge Engineer, Rig Safety Engineer and Labour Foreman in viewing manufacturer’s catalogues, drawings to search for the equipment and parts to be ordered.
* To preserve and protect material from corrosion, dust and other effects by proper packing, wrapping and greasing etc. Organizes storage facilities for materials according to type, volume, weight and value. Plans for proper storage as per the nature of goods and specific requirements determined by the company's vocabulary system, manufacturer's procedure, safety and other handling instruction, material data charts and test certificates (identifying physical/chemical properties). Ensuring that sensitive/volatile material are stored in temperature controlled area. Also responsible for tagging/marking (for easy identification) and binning, makes sure that the locations are logged in the system/written in the cardex before a item is binned or allocated.
* Prepare weekly, monthly reports, projects status, inventory defaults reports &other statistics on materials, showing latest stock changes in all warehousing activities on computer with the help of material management/inventory control packages, and updating the reports on daily basis.
* Controls, checks and supervises loading/unloading by cranes forklifts using other lifting devices, ensuring that personnel protective equipment are wore and all safety rules and standards are implemented and observed, adequately prepare in advance for quick and safe loading/unloading on trucks / trailers / vehicles / boats / helicopters by maintaining necessary documentation / filing.
* Manages stacking of material for transit, arranges for movement and wherever necessary onward transportation.
* Responsible for surplus and write off materials handling, maintain record of all surplus items, make maximum use and inform the concerned department for disposal of no moving items. Urges write off request for redundant, scrap materials.
* Keeps Track of rental machinery, equipment, vehicles.
* Supervises and participates in physical stock verification, cycle counting (Inventory), stock analysis (considering present level, previous consumption, item criticality, availability, lead time and item price). Reconciliation of the physical count with inventory records, identification of causes of errors reporting the results, correctness or proper adjustment of errors following the company's procedure.
* Responsible for replenishment of general consumables, oil, lubricants and gases. This involves constant monitoring of stock levels and physical stock.
* Ensures that all stores/warehouse functions are carried out according to the specialized procedures/details/instructions and requirements determined by the department (COMPANY).
* Trains UAE Nationals and New Hired Materials Controllers.
* Reports to the Warehouse Team Leader & Rig Manager refers material concerning policy or recurring problems, procedures for decision, evolve ideas, suggests for further improvement of warehousing techniques and customer/consumer's satisfaction taking into consideration rapidly changing technology and latest guidance. Work is subject to review and direction.

**Company** **: Abu Dhabi Marine Operating Company (ADMA-OPCO)**

**Place : Adma – Opco Head Office Abu Dhabi**

**Position : Assistant Purchasing Officer**

**Period : 10th August 2002 – 15th February 2006 (CONTRACT HIRE)**

**Responsibilities**

* Responsible for review of PR specifications, inviting quotations from different suppliers for various items and prepare quotation comparison chart/bid summary for cost saving and quality search, bid analysis &preparation of various reports.
* To prepare bidder’s list driving from the pre-qualified standard list of approved suppliers, considering the type and estimated value of the required material.
* Responsible for Technical/Commercial Evaluation of the tenders and ensures that process is transparent and in accordance with the company’s procedures, guideline.
* Handles petty cash/local purchase of tools/power tools, spare parts and machines, structural steel building materials, stationery items, office equipment and other miscellaneous items.
* Handles purchase of different engineering material (ELECTRICAL/MECHANICAL/INSTRUMENTS), IT related, and telecommunication items, Building & Structure, Fire & Safety & Miscellaneous General Items/Office Equipment.
* Ensures that authorized material purchases are actioned in an effective manner.
* Ensures that best price is obtained for goods that meet the required technical specifications and delivery schedule and tendering procedure, wherever applicable is carried out in a transparent and equitable manner. and contractual agreements with suppliers are maintained within the company policies, standards and supplier meets all contractual terms.
* Ensures that all documents (enquiries, PO’s, revisions/amendments) are dispatched to the supplier after final approval/signature by the appropriate authority level.
* Responsible for expediting of material according to the delivery schedule, co-ordination with end users, stores/warehouse and supplier to ensure the deliveries and facilitate the user department for timely supply of the required goods. Also handling the case where an item is required before the delivery scheduled by sending faxes and calling the suppliers for meeting.
* Co-ordinates and assists in review of the specification of the required material, or optional/additional/new requirement having different specification, seeking/gathering information/clarifications from both user and supplier to complete the technical evaluation regarding procurement issues.
* To introduce better suppliers for each category, reading manuals, magazines using product finder and other means of communication for speedy search of right standard source.
* Discusses and hold talks with seniors, colleagues and juniors at company’s level, invites suggestions for improvement of supplier’s performance record monitoring his performance on different scales i.e; on time delivery, overdue orders discrepancies, partial/outstanding orders and response to enquiry.
* Preparing PO summaries on weekly/monthly basis filling different information/data for overall progress review and follow up, tender summaries/file notes, response to pre-tender & post-tender queries/clarifications.
* Urges to discuss at department level if any direct charge, particularly high value request is raised to avoid duplication of orders and merging different requests into one having similar item groups.
* Ensures that authorized enquiries and material purchases are carried out in line with the Local Govt. Laws and Regulations company’s internal procurement procedures/rules and there is no violation of such standards.
* In case of discrepancies (over/short/damaged or other) co-ordinates with store personnel, user, quality control/inspection department and supplier through proper documentation. This also involves negotiation/arbitration with the supplier to seek rectification or compensation.
* Drafting of correspondence, such as obtaining clarifications from manufacture or supplier, asking details in case of modified, interchangeable or changed designation parts, enquiring ETA of different consignments, replying the inquiries raised by suppliers /

vendor, service companies, user section, operating units, finance & material Engg. Department / cataloguing section.

* To provide technical data to material specification and development section for catalogue/vocab or system updating and to assist the Stock Controller/Material Engineer/catalogue officer in review, ordering, vocab writing, coding of material, collecting other specification during physical check and entering data in the computer system.
* Plans, controls, reviews, re checks, initiates, enhances and develops the procurement, expediting, follow up process with skillful awareness.
* Ensures that the health and safety of employees is given consideration (importance) including appropriate clauses, terms and conditions in purchase/contractual agreements.
* Dealing with different workshops, service centers inspection companies and laboratories for repair of tools machines, testing of lifting equipment and calibration of tools/machines.
* Dealing with the local suppliers, agents, trading companies for enquiry, ordering, re-ordering and follow up.
* Maintain effective communication channels with the vendor’s site project personnel and foreign / overseas suppliers for the smooth handling over of project materials and solving material discrepancies.
* Dealing with transport companies, shipping agencies and local/international couriers.
* Regular contacts within the plant at supervisory, engineering level for receipt, issue of material. To provide information to the department’s senior supervisor/section head (team leader) such as projects/purchase order status reports, discrepancy reports, supplier’s performance records, inventory defaults, material shelf expiration dates and identify day to day requirements, occasional contact with finance/accounts and senior procurement officers to discuss general problems.
* Reports to Procurement Section Leader.

**Company : BOROUGE (From Alj. Grinaker LTA Engineering & Contracting Company**

**Place : Borouge Petrochemical Project Ruwais**

**Position : Buyer / Store Controller**

**Period : 06th September 1999 – 30th April 2002 (CONTRACT – PROJECT BASED)**

**Responsibilities**

* Responsible for site purchase of urgently required materials, tools, general consumables, spare parts, machines.
* Issues Call of Purchase Orders and communicates with supplier who is bounded for supply against price agreements.
* Prepares quotation comparison charts and selects potential bidders for supply of each commodity and sets bench mark prices for fast moving, high value items for cost control and cost saving purposes.
* Expediting, Follow Up and dealing with vendors/suppliers for delivery of Open Purchase Orders as per scheduled delivery program to meet project completion deadlines.
* Maintains log of rental machinery, equipment, vehicles (Cranes, Forklifts, Pickups, Trailers, Trucks) and coordinates with suppliers.
* Supervises a Team of Storekeepers, Yard Foremen, Crane Operators, Fork Lift Operators, Riggers, Drivers and Helpers / Roustabouts contact the concerned teams for timely supply and logistics support.
* Supervises daily material receipts, issues, return, discrepancies to check and verify records accuracy.
* Organizes storage space, stacking facilities, coordination for immediate action against MWR (Material Pick Lists) for withdrawal of pipe fittings, raw material, structural steel (pipe racks), piping spools, other equipment and dispatch of inspected, QA/QC cleared material to project site for installation and erection.
* Responsible for replenishment of consumable items, gas cylinders, refilling of liquid argon tank before it reaches to a specific level considering the lead time and regularly plans for different phases of projects.
* Supervises Physical Inventory, randomly counter checks quantities for stock control and identifies causes of variances.
* Maintains catalogues, parts lists, keeps updated inventory of company’s assets, equipment, machines, tools, vehicles being used on site and coordinates for next due service, preventive maintenance as suggested / advised by manufacturer.
* Develops communication with client’s workshop superintendent, company’s workshop manager, workshop supervisors, welding supervisor, QA / QC manager, safety officers, yard foreman, material controllers, riggers, transport company’s representatives.

for smooth uninterrupted operation.

* Coordination with finance, site based managers, supervisors for audit.
* Maintaining necessary flawless documentation for all inboard / outboard store movements and Awarded Purchase Orders enabling Project Managers and Finance Managers to plan release / approve project budgets.
* Perform additional duties as necessary and participate in special projects as required.
* Replaces Logistics Manager during his absence or vacations.
* Reports to Site Manager / Logistics Manager.

**Company** **: ADNOC (GASCO / TAKREER / ADCO)**

**Place : Gas Processing & Pipelines Division Habshan, Ruwais Refinery, Asab Gas Development Project**

**Position :Storekeeper / Coordinator**

**Period :12th December 1994 – 15th September 1998 (CONTRACT HIRE)**

**Responsibilities :**

* Receiving various types of material for projects and other activities relating to gas processing plants, oil refineries, which involves checking, identification as per the requisition/order number, spare part list and interchangeability records (SPIR), designations, specifications, reference to the Material Equipment Standards & Codes (MESC/Maximo Code), viewing helpful detailed documents/ drawings, computerized data available under AGMICS Syste, coordination with other departments for inspection of materials.
* Raises discrepancy reports for short, excess, damaged/ improperly landed or under clarification materials. Passes copy of the MDR. to supplier and other departments.
* Controls, checks, participates and plans for issue of all types of materials against approved requisitions / day to day requirement raised by different authorized users to meet operational requirements following LIFO principle.
* Handling direct charge materials (Non Stock Items) according to company's written procedure, intimate the concerned department immediately if any direct charge material is delivered. This involves necessary documentation and shipping to the user section. In case of direct charge purchase enquiry ensures that the requested item is not available in stock, surplus, written off or scrap material.
* Handles return of unwanted materials from site users and arranges for return of rejected material to concerned suppliers.
* Handling colour tagging and follow up of custody or reservation requests raised by the operating centers for future use.
* Handles material transfer (receiving/issue) from other site stores through inter store transfer.
* Ensures that company’s provided guidelines and procedures are followed and implemented, whenever a transaction is done.
* Preservation, protection, proper packing, wrapping and greasing / oiling of material, tagging, binning of materials.
* Participates in all warehousing activities. Checks, handles, controls incoming, outgoing materials. Updating filing system

Manages stacking, storage, binning. Rearranges piping and heavy materials in open yard. Supervises loading/unloading ensuring that the task is carried out in safe manner.

* Handles surplus material / spare parts for those equipment which are obsolete or no more in production.
* Assists Inventory Checkers in physical and cycle counting (Inventory), responsible for reconciliation of discrepancies with proper documentation, once the approval is obtained.
* Maintains records of warehouse correspondence and updates paper work, filing system.
* Coordinates, acts as a focal point thorough e-mails, telephone, meetings during planned shutdowns of plants.
* Coordination with contractors like M/s Bechtel (U.K), M/s Technip (FRANCE), M/s Pritchard (U.S.A), Drake & Scull (U.K) and M/s Saipem/ Snamprogetti (ITALIA) on behalf of ADNOC /(Gasco, Takreer, Adco).
* Contacts with supervisors, engineers, planners for receipt, issue, supply of material.
* Provides project status information, discrepancy / variance / material shelf expiry reports to Senior Warehouse Supervisor and prepares weekly, monthly reports.
* Occasional contacts with finance/accounts department to discuss and resolve general problems.
* Dealing with the client as contractor’s employees representative, coordination between worker and company's management for worker's mobilization, demobilization, making leave schedules, security passes, arranging transportation for shifts and regular work, arranging food, accommodation and medical treatment for workers, prepare monthly reports, time sheets and other related jobs.
* Reports to Senior Warehouse Supervisor.