

Holds a Bachelor of Social Work and has more than 15 years hands-on experience working in material control and store keeping.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 02/05/1982
Gender : Male
Residence : Menoufia

EDUCATION

: Bachelor of Social Work, 2003

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Sep. 2014 till now
Employer : GS E&C
Project : ERC Refinery Project, Egypt
Job title : Material Control Supervisor (Material Controller)
Job Description :

- Involved in receiving the plant material as mechanical, electrical, Instrumentation, spare parts, painting, insulation, steel structure and all types of equipment either according to the sketch, drawing specification or according to the purchase order in the proper way and issuing the material as per required field up on the authorization of Legal Co-Coordinator. Also I have good experience to be handle the consumable store in the proper way like ordering the consumable materials, tools and equipment and storage it in the proper way and issue as per requirement of legal department.
- Storing the various stock item in the most appropriate fashion and preservation according to stander 'A'- Outside storage, 'B'- Outside with sunshade, 'C'- Indoor storage, 'D'- Indoor with temperature control and banning and or racking them by the best methods and placing them in such a way that, any material in the warehouse can be located quickly

and easily when it is required.

- Responsible for monitoring the validity of material and apply the best method like FIFO- (first in first out) because in this method older stock cannot be expired, deteriorate and rusting. Protecting the stock from pilferage, theft, evaporation, deterioration, sublimation, etc. preparing the item code, particularly valuable when stock records are maintained by the computer to identify records quickly without the need to reference to the description.
- Preparing of documents like S.I.N (store issuance note) M.R.R (material receiving report), purchase requisition, inter store stock indent, S.T.A, (stock transfer advise and M.I.R, (material inspection advise) etc. Periodically stock taking and tallying with records and reporting to the cost and finance dept. and concern to client for material inspection.
- Well skilled to read isometric drawing general arrangement and plan drawing and identifying the material specification and system according to drawing.
- Receiving Materials from different Suppliers/Companies.
- Preparation of Material Receiving Reports to management, Issuing Material to site as per their requirements Preparation of Daily issue materials list & submitting to the management.
- Responsible for material issuing to site for their requirements.
- Receiving Large Qty of materials like Piping, Structural Steel, Electrical & Instrument & Equipment.
- Receiving Packing List/Purchase Orders based on receiving the materials.
- Verifying packing list & Purchase orders.
- Material control and checking according to the quality and standard.

Dates	:	From Mar. 2013 till Aug. 2014
Employer	:	QATARI DIYAR – SAUDI BIN LADEN GROUP
Project	:	DUKHAN ROAD PROJECT, Qatar
Job title	:	Sr. Material Controller
Job Description	:	<ul style="list-style-type: none">• Reviewing, updating and getting Stores Director's approval and Project Director's approval on project store working procedures according to the physical situations on sites of the project.• Following the management instructions of store policy and procedures, preparing the organizational Charts, preparing and updating the job descriptions of his team, looking for and meeting the candidates for stores job vacancies when required.• Managing all working rules of project store, following up his team activities, evaluating all stores' team.• Suggesting solutions and getting approvals of his store plan, suggesting, handling and managing sub stores if found needed or requested by project managers to be available at sites.• Supporting the store's inventory system updates, reviewing the data, matching data with physical information, developing the stores working activities to be updated on time of inventory movement of any materials.• Discussing and understanding Project management, Procurements management, Company management for all remarks on the project stores store team, store works and records, and taking decisions to make sure that store is working perfectly, economically to serve the

company project with full accuracy and best KPIs.

- Cooperating with the stores Logistics coordinator to follow up with procurement, suppliers and complete the missing data for all project requests of materials, cooperating with project site teams, project management if needed.
- Approving stores keepers purchasing requests of stock items found needed to be replenished and attaching his approved PR s with the stores TRQ weekly report.
- Following up stores keepers for handling all project materials and assets receiving and issuing, and handling the start and end of project material collecting and listing by cooperating with Director of stores, project management and finance.

Dates : From Sep. 2010 till Mar. 2013
Employer : Consolidated Contractors International Company (CCC)
Project : NILE CORNICHE PROJECT (ST. REGES HOTEL), Cairo – Egypt
The Nile Corniche is centrally located in downtown Cairo along the Corniche El Nile Street. The project sits on a plot of land measuring 9,360 m2. The total build-up area measures 197,227 m2. The Nile Corniche Project involves the construction of an L shaped South Tower and a North tower comprising of 226 standard rooms, 60 hotel suites, 98 serviced apartments, 16 luxury serviced apartments, 103 luxury hotel serviced apartments, and a reserved penthouse.

Job title : Sr. Material Controller
Job Description :

- An In-house application for stores and procurement department to Control and manage materials and received & issue materials, purchase Requisitions, purchase orders, Material receiving voucher, material issuing voucher & Invoice Auditing Inventory, Purchases management Controlling Stores Documents. Preparing Stock Monthly Reports.
- Supervision of store receiving, issuing materials to the end users, invoices & reports for top management.

Dates : From Apr. 2008 till May 2010
Employer : Consolidated Contractors International Company (CCC)
Project : Pearl GTL Project, Qatar
Job title : Material Controller
Job Description : SUPERVISION OF STORE RECEIVING, ISSUING MATERIALS TO THE END USERS, INVOCES & REPORTS FOR TOP MANAGEMENT.

Dates : From Jul. 2007 till Apr. 2008
Employer : Consolidated Contractors International Company (CCC)
Project : QATAR GAS DEVOLEPMENT (QGX2), Qatar
Job title : Material Controller
Job Description :

- Receiving Materials from different Suppliers/Companies.
- Preparation of Material Receiving Reports to management, Issuing Material to site as per their requirements.
- Preparation of Daily issue materials list & submitting to the management.
- Responsible for material issuing to site for their requirements.
- Receiving Large Qty of materials like Piping, Structural Steel, Electrical &

- Instrument & Equipment.
- Receiving Packing List/Purchase Orders from Main Contractors based on receiving the materials.
- Verifying packing list & Purchase orders.
- Material control and checking according to the quality and standard.

Dates : From Jul. 2005 till Mar. 2007

Employer : Consolidated Contractors International Company (CCC)

Project : Low Sulphur Diesel Production (LSDP) Project, Bahrain

Job title : Store Keeper

Job Description :

- Receiving Materials from different Suppliers/Companies.
- Preparation of Material Receiving Reports to management, Issuing Material to site as per their requirements.
- Preparation of Daily issue materials list & submitting to the management.
- Responsible for material issuing to site for their requirements.
- Receiving Large Qty of materials like Piping, Structural Steel, Electrical & Instrument & Equipment.
- Receiving Packing List/Purchase Orders from Main Contractors based on receiving the materials.
- Verifying packing list & Purchase orders.
- Material control and checking according to the quality and standard.

Dates : From Jan. 2004 till Jun. 2005

Employer : COCA COLA BOTTLING COMPANY

Job title : Store Keeper

Field of experience :

- Warehouse Supervisor within oil and gas industry with professional and comprehensive experience. Successfully monitored and supervised various control management system, whilst engaged on major projects.
- Excellent track record of achievement under pressure and used to operate to strict milestones.
- Process requisitions as required.
- Apply project specific team and conditions and enter into bid clarification when required.