

105154-MSC-14Jbk-S-2010
Material Control & Store Supervisor

Holds a Bachelor in Commerce (Accounting) and has over 15 years hands-on experience working in Procurement, Material, Logistics & Warehouse Management.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 07/03/1988
Gender : Male
Marital Status : Married
Residence : Currently Abu Dhabi, UAE

EDUCATION

: Bachelor in Commerce (Accounting), Cairo University, 2010

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: Maximo, SAP, CUMULUS, CMMS, ERP

TRAINING COURSES AND CERTIFICATIONS

: Pre-requisite for PTW – ADNOC - 2021.
: Permit To Work for PTW Users – ADNOC - 2021.
: Confined Space Awareness – ADNOC - 2021.
: Task Risk Assessment – ADNOC - 2021.
: H2S, HSE, First Aid and Fire Fighting Techniques.
: Purchasing, Materials and Inventory Control Management.
: HSE Site training.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2020 till now
Employer : AL ASAB Gen. Contract. LLC - UAE
Job title : Material Control & Store Supv.

Dates : From Nov. 2018 till Jan. 2020
Employer : SCATEC SOLAR - Egypt
Job title : Logistics Coordinator

Dates : From May 2018 till Nov. 2018
Employer : Sterling and Wilson PVT Limited
Job title : Logistics Specialist

Dates : From Mar. 2017 till May 2018
Employer : AC BOILERS S.p.A. (formerly ANSALDO CALDAIE)
Project : West DAMIETTA POWER PLANT PROJECT 4x125MW
Job title : Material Coordinator

Dates : From Dec. 2014 till Mar. 2017
Employer : GS E&C
Job title : Warehouse Supervisor

Dates : From Mar. 2011 till Dec. 2014
Employer : ENPPI
Project : Rehabilitation of GUPCO Platform Project
Job title : Offshore Material Controller

Dates : From Jun. 2009 till Jan. 2011
Employer : General Petroleum Co.
Project : Store 1 in Bakr site
Job title : Material Man

Dates : From Feb. 2007 till Jun. 2009
Employer : Egypt Gas Co.
Project : Scimitar Production Egypt
Job title : Store Keeper

MAJOR PROJECTS in Oil & Gas Sector:

- ADNOC ONSHORE - Rumaitha Shanayal PROJECT (2020-2021) - UAE.
- Solar Energy Power Plant 2 lots 2GW - BENBAN, ASWAN, Egypt.
- BENBAN Aswan Solar Park, 325MW.
- West DAMIETTA POWER PLANT PROJECT 4x125MW.
- Mostorod Refinery Project.
- Rehabilitation of GUPCO Platform R-6 Project.

Field of experience : • Over 15 years of Oil & Gas, Overseas (Middle East, North Africa) experience in O&G Procurement, Material Control, Warehouse Management, Materials & Inventory Management, Logistics, Expediting, Vendor Management, with professional experience in setting up Site

storage area for receiving, Preservation & dispatching Activities.

- Material, Services & Manpower Procurement.
- Projects/Operations Material Management.
- Shut-down (Turnaround) Material & Logistics.
- Custom Clearance and Expediting Professional.
- Operations & Logistics Management.
- Project Material Control.
- Inventory & Stock Control.
- Personnel Logistics & Administration.
- Warehouse Management.
- Offshore Operations and Installation.
- Project Material Control:
 - Set up Project Material Control Procedure, Create project material Forms, arrange the storage lay-down, create/Update Isometrics/Drawings Spreadsheet (last revision), Create/Update Material Control Spreadsheets(Itemized List) with item Code, Arrange/Participate in Material inspection upon receiving and fix any OSDR's, scientifically Store/Preserve the Material per Grade, Type and Size.
 - Supervise the physical Receipt and Issues for Project Disciplines (Civil, Mech., Piping, E&I, and Commissioning).
 - Distribute the Material receiving Updates to the project Team, Initiate/Supervise the issue for Fabrication Material (Pipeline, fittings) for the Contractor in cooperation with the Concerned Dept., Professionally control the Issue of material for Certain isometrics as per item Code and Spec's.
 - Manage the Logistics Activities and follow-up with suppliers and Material Transfers between company sites.
 - Close the Purchase Orders Log with Procurement for invoicing Purpose (Delivery note, MRR, RFI, MTC and GRN).
 - Supervise the Commissioning and two year spares segregation and related documents and certificates.
 - Manage the Consumables and tools warehouse and update the Manual (Excel) records and the SAP System.
 - Follow-Up with Procurement for Material Deliveries and to Fix the OSDR Material Reports.
- Warehouse / Store Management:
 - Supervise the Receiving, Storage and Issue activities & Perform physical material inspection.
 - Participate in establishing and maintaining Warehouse Forms, Procedures, Shelving, Piping Yard sleepers, Concrete Slabs and lay down facilities.
 - Liaise with the QC & QA teams to ensure appropriate inspection of material, tools and equipment upon receiving and prior to shipment to Site.
 - Coordinate the return/recertification/replacement of any defective materials, tools and equipment shipped from the Site for repair or replacement.
 - Create Stock Level Management System (Min/Max) for the 2 years Spare Parts.
 - Implement Company policy on training and development to Company work force.
 - Prioritize all expediting requirements for the Material follow-up.

- Ensure all warehouse and expediting activities are conducted in compliance with established procedures and practices.
- Supervise the actions to be taken by the Yard/warehouse Team to establish storage areas, monitor the storage and control of equipment and materials from time of receipt until issuance.
- Formal recording of all OS&D's (Overs/Shorts & Damages) from shipments and deliveries.
- Maintain the purchase order files complete with all addendums, drawings, specifications and documents developed and distributed during the receiving and issuing.
- Provide Project Teams and department heads with weekly, monthly and quarterly reports on status of Material & Logistics activities.
- Logistics Coordinator:
 - Coordinate and monitor all the supply chain operations at site.
 - Plan and track the shipment of material according to site requirements.
 - Following up on all the F.F emails for the pre-alert & Arrival Notices.
 - Streamlines shipping and transportation processes.
 - Determine the volume of the material delivered to the sites according to the warehouse, manpower and equipment's capability.
 - Preparing and maintaining a delivery schedule and communicating to all relevant departments including.
 - Analysis of transportation spend and tie to the financial ledger.
 - Drive data analysis and business case development for key projects.
 - Coordinating and communicating shipment delivery requirements with F.F.
 - Ensure that fragile materials are safely packed by the supplier.
 - Keep accurate record of inbound material, as well as keep record of damaged and returned material from the site.
 - Supervise and Perform Inventory for all company sites.
 - Monitor the storage condition (by referring to the standards).
 - Signing receipt reports to the main contractor after verifying shipments with their warehouse manager.
 - Monitoring the scanning all the inbound/outbound shipments to the IQS then to the shipment tracking sheet.
 - Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
 - Complete control to spare part and left-over material after construction period to hand over to operation team.
 - Give the green line to shifting material to other sites according to the manager instructions.
 - Identify and report any quality or compliance concerns and take immediate corrective action as required.
- Site Material Supervision:
 - Professionally Manage the Site Material Requirements in conjunction with the planning Dept., the issue of PR's Based on the Material Requirement planning (MRP) and Work orders, follow-up with head office Procurement Team for PO issue and update the Master follow-up sheet with (ETA, MOS).
 - Expedite with Suppliers and FF (when required) and arrange for

Material Inspection upon arrival, fix any inconvenience (OSDR) with Suppliers through the Procurement team in line with Company Procedures, Support the Drilling operations through the Warehouse, Rental Tools & Equipment Export/Re-Export, Submit weekly and Monthly reports and distribute to whom it may concern.