

103304-MS-2000
Material & Logistic Deputy Manager

Holds a Bachelor in Accounting and has over 17 years hands-on experience working in material, logistics, Stores and Procurement as Deputy Material and Logistics Manager in Mega Power Projects, Oil and Gas projects and heavy civil projects in many multinational companies.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 11/05/1978
Gender : Male
Marital Status : Married
Residence : Menoufia

EDUCATION

: Bachelor in Accounting, Menoufia University, 2000

LANGUAGES

Arabic : Native Language
English : Good
Russian : Fair

COMPUTER SKILLS

: Windows, MS Office (Word, Excel), Internet
: Talisman, Oracle JDE, SMT

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Sep. 2016 till now
Employer : Siemens Construction
Project : Burullus 4800 CCPP
Job title : Material and Logistic Deputy Manager
Job Description :

- Reviewing, updating and getting 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.
- Managing and reporting for all incoming materials, outgoing materials for all project stores, looking for economical solutions.
- 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.
- Suggesting, preparing the project store work flows of inventory system and material system circulation.
- Managing store staff, transferring them between project sites, training them, suggesting motivations and remunerations, warning, stopping any staff may cause major problem of store working and keeping of materials.
- Meeting periodically the store keepers and store staff to develop all stores and sub stores works for the best of the project needs, and when found needed if some remarks or cases happened in the stores working areas.
- 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, to make sure that all material requests are served and recorded perfectly and timely from day of request till day of delivery.
- Sending announcements to the concerns for each incoming materials after receiving them immediately.
- Checking up with store Team to make sure they handover all original invoices, Delivery notes, stamped receipt vouchers, copy of issuances and following the project documentation procedure.
- Reviewing the store keeper's records and evaluating store team activities in monthly report.
- Requesting to stores director and project director for project stores staff needed to be employed if found needed, through the company employment policy & procedures.
- Coordinate with project team to serve their claims and remarks on any of the project store team or on the store works, understanding their claims or remarks, finding solutions with store managers to avoid any unsatisfactory of the project team whenever it found possible and economical.
- Arranging visits to sub stores and to make sure they are keeping materials in safe places and ready for issuance when requested.
- Following up Material Controllers on the counting, recording and keeping all fixed assets and tools which used dedicatedly in the stores like shelving, forklifts, tools containers, port cabins, scales, etc. in an asset card and hanging this asset card in a shown place for company property management counting and survey.

- Following up Material Controllers 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 Dec. 2014 till Sep. 2016
Employer : GS Engineering & Construction Corp.
Project : ERC Refinery Project
Job title : Deputy Material Manager
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 after QC approved.
- Receiving Large Qty of materials like Electrical & Instrument, HVAC & Fire fitting.
- 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 Dec. 2011 till Sep. 2014
Employer : Qatar Diar – Saudi Bin Laden Group (QD-SBG)
Project : Dukhan Road East Contract Project, Qatar
Job title : Store Manager
Job Description :

- Reviewing, updating and getting 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.
- Managing and reporting for all incoming materials, outgoing materials for all project stores, looking for economical solutions.
- 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.
- Suggesting, preparing the project store work flows of inventory system

- and material system circulation.
- Managing store staff, transferring them between project sites, training them, suggesting motivations and remunerations, warning, stopping any staff may cause major problem of store working and keeping of materials.
 - Meeting periodically the store keepers and store staff to develop all stores and sub stores works for the best of the project needs, and when found needed if some remarks or cases happened in the stores working areas.
 - 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, to make sure that all material requests are served and recorded perfectly and timely from day of request till day of delivery.
 - Sending announcements to the concerns for each incoming materials after receiving them immediately.
 - Checking up with store Team to make sure they handover all original invoices, Delivery notes, stamped receipt vouchers, copy of issuances and following the project documentation procedure.
 - Reviewing the store keeper's records and evaluating store team activities in monthly report.
 - Requesting to stores director and project director for project stores staff needed to be employed if found needed, through the company employment policy & procedures.
 - Coordinate with project team to serve their claims and remarks on any of the project store team or on the store works, understanding their claims or remarks, finding solutions with store managers to avoid any unsatisfactory of the project team whenever it found possible and economical.
 - Arranging visits to sub stores and to make sure they are keeping materials in safe places and ready for issuance when requested.
 - 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.
 - Approving stores keepers purchasing requests of assets or tools required to be used dedicatedly in the stores.
 - Following up stores keepers on the counting, recording and keeping all fixed assets and tools which used dedicatedly in the stores like shelving, forklifts, tools containers, port cabins, scales, etc. in an asset card and hanging this asset card in a shown place for company property management counting and survey.
 - 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 Aug. 2009 till Jul. 2011
Employer : Consolidated Contractors International Company (CCC)
Project : BARWA City Project, Egypt

Job title : Purchasing & Logistic Manager
Job Description :

- Sending the inquires for the supplier and receiving the quotations from the suppliers and making comparison sheet and select the best price with the accept quality after finishing the comparison and finishing the approved signatures releasing the purchase order and following the suppliers until the required material arrived in our stores.
- Receiving Materials from different Suppliers/Companies.
- Material control and checking according to the quality and standard.
- Responsible for material issuing to site for their requirements.
- Verifying packing list & Purchase orders.
- 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.

Dates : From Aug. 2007 till Jul. 2009

Employer : Consolidated Contractors International Company (CCC)

Project : Pearl GTL Project, Qatar

Job title : Store Manager

Job Description :

- Sending the inquires for the supplier and receiving the quotations from the suppliers and making comparison sheet and select the best price with the accept quality after finishing the comparison and finishing the approved signatures releasing the purchase order and following the suppliers until the required material arrived in our stores.
- Receiving Materials from different Suppliers/Companies.
- Material control and checking according to the quality and standard.
- Responsible for material issuing to site for their requirements.
- Verifying packing list & Purchase orders.
- 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.

Dates : From Nov. 2005 till May 2007

Employer : Consolidated Contractors International Company (CCC)

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

Job title : Senior 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 & Equipments.
- 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 Nov. 2003 till Apr. 2005
Employer : Consolidated Contractors International Company (CCC)
Project : Oman-India Fertilizers Plant Project (OIF), Oman
Job title : Senior 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 & Equipments.
- 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. 2002 till Aug. 2003
Employer : Consolidated Contractors International Company (CCC)
Project : Karachaganak Development Project (Phase II) – Main Works Contract, Kazakhstan
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 & Equipments.
- 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 Nov. 2000 till Dec. 2001
Employer : S.A.S for Export, Import & Construction, Egypt
Job title : Accountant

Dates : From Jul. 1998 till Oct. 2000
Employer : M & M for Commercial, Egypt
Job title : Store Keeper

Field of experience :

- Working in the Mechanical & electrical and instrumentation material, as a SR. Store Keeper, responsible for Material Receiving & Issuing to construction site such as (piping, fitting, steel section, electrical & instrumentation & equipments).
- Sending the inquires for the supplier and receiving the quotations from the suppliers and making comparison sheet and select the best price

with the accept quality after finishing the comparison and finishing the approved signatures releasing the purchase order and following the suppliers until the required material arrived in our stores.

- Receiving Materials from different Suppliers/Companies.
- Material control and checking according to the quality and standard.
- Ensure the received materials are complying with project standard & specifications.
- Daily material receiving reports to the management.
- Responsible for material issuing to site for their requirements.
- Plan schedule & monitors the efficient movement of material from receiving or the warehouse to production.
- Responsible for monitoring, supervise the offloading activities for different items, steel structure, trusses, storage tanks, walkways & handrails.
- Receiving Large Qty of materials like Piping, Structural Steel, Electrical & Instrument & Equipments.
- Receiving Packing List/Purchase Orders from Main Contractors based on receiving the materials.
- Verification of Material Specification & Standards.
- Receiving Equipments like Vessels, Heat Exchanges, Pumps, Compressors, Turbines & Larges sizes of Pipes, Visual checking of equipments, find out any damages / conditions.
- Verifying packing list & Purchase orders.
- 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.
- Work in construction work, gas projects, petro chemicals projects, fertilizers projects, building projects & pipe lines.