

Holds a Bachelor in Commerce (Accounting) and has over 10 years hands-on experience working in material control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 07/03/1988
Gender : Male

EDUCATION

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

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: Maximo program & GTS & Oracle

CHRONOLOGICAL EXPERIENCE RECORD

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

Dates : From Dec. 2014 till Mar. 2017
Employer : GS E&C
Job title : Material Controller
Job Description :

- Be responsible for all procurement activities at site including receiving & warehousing function.
- Develop organization for field materials operation. Direct activities of personnel assigned to these functions. Provide appropriate training.
- Review prime contract for special terms and requirements.
- Develop, implement and manage the material control and procurement plan.
- Develop project-specific field material control procedures.
- Integrate the total material control function from the material receiving

phase through the construction and close out.

- Set up the budget and manage man-hours ensuring required trend reports are issued in a timely manner.
- Approve the transits of material leaving site and is responsible to get client's approval for it, if required.
- Be responsible for listing up any surplus materials and planning, directing the disposals with SM's consent.
- Coordinate with other supervisors in execution of material control work.
- Be responsible for listing and follow-up for OS&D of materials and equipment, coordinating with the Construction Superintendents.
- Be responsible for making a claim to the insurance company for the damage occurred during the transportation.
- Be responsible for supporting the FQM to arrange the repair work of the damage occurred before installation.
- Be responsible for controlling the operation of the warehouse equipment such as crane and forklift and their drivers.

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

- Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received, as per Purchase Order description and specification.
- Prepare Documents and Report such as: Quotation Request & Purchase Order, Delivery Note, Gate Pass & Transmittal Form, Material Receiving Report, Issuance Form (Consumables & Yard Materials), Weekly Procurement Delivery Report, Daily & Monthly Report of Consumable Materials Status, Weekly Report of Store Materials Status.
- Daily Monitoring of Consumables & Structural Materials.
- Consumable Materials: Welding Electrode, Cored Wire & Flux, Gases (Oxygen, Acetylene, Argon & CO₂), Copper Slag & Steel Shoots/Grits Paints.
- Encode materials received & issued.
- In charge in coordinating & monitoring.
- Prepare and update monthly logistics, schedule to assure deliveries to production locations.
- Coordinate product delivery schedules with fabrication team.
- Offshore store controller.

Dates : From Jun. 2009 till Jan. 2011
Employer : General Petroleum Co.
Project : Store 1 in Bakr site
Job title : Material Man
Job Description : Basic job was to receiving coding and determine request material which may or actually sold out.

Dates : From Feb. 2007 till Aug. 2008
Employer : Egypt Gas Co.

- Project** : Scimitar Production Egypt
- Job title** : Material Man
- Job Description** : Basic job was receiving according quality and quantity which requested and coding to be store correctly.
- Field of experience** :
- Controlling of the overall function of Material department – Receipt, Storage and issue of client supplied material.
 - Compare certificates and inspection reports with specification.
 - Identify product marking against certificates and inspection reports.
 - Coordinating with client for ensuring all free issue materials availability for fabrication and erection.
 - Liaoning with various sections for their requirements and forwarding necessary requirements for Purchase.
 - Checking the utilization of manpower and equipments.
 - Make (E.I.R) material inspection report.
 - Make (M.R.R) material receiving report.
 - Make (M.I.R) material issued request.
 - Make (O.S&D) over, short, damage report.
 - Preparation material takes off according to project drawings.
 - Check quantities and dimensions against purchase order requisition.
 - Controlling the material circulation during the construction phase between sub contractor – vendors / workshop.
 - Coordination between main contractor & sub contractor for received and issue material.
 - Material handling and logistics inventory control.
 - Marinating & operating the computerized data base for material control.