

Holds a Bachelor of Management Information System and has over 9 years hands-on experience working as Logistics & Materials Coordinator.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 01/01/1988
Gender : Male
Marital Status : Single
Residence : Hurghada, Red Sea

EDUCATION

: Bachelor of Management Information System, Modern Academy Maadi, 2008

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Feb. 2015 till Sep. 2017
Employer : Edison International SPA
Job title : Wellsite Logistics & Materials Coordinator
Job Description :

- Oversee and manage day-to-day activities of materials movements to and from the drilling rigs and yard (Edison's IDKU warehouse).
- Assisting the Drilling Representatives in the preparation of load-out lists for each hole sections, assisting him with drilling operation, grading the Bits, managing the rental tools, strap the casing, preparing the BHA and maintain the well head & test it and also responsible for install it and set the casing slips hunger. Also doing the daily drilling report & cost report.
- Co-ordinate & liaise with vendors/ supplier to get the materials to be delivered to the Land Rigs on time as per schedule.
- Movement of drilling materials, to and from the land rigs within requested timeframe and deadline.
- Prepare and submit cargo manifests ensuring correct documentation is attached for all lifting equipment, MSDS and any IMO dangerous goods

declarations.

- Responsible for the administration of all inventory items held in stock or on consignment.
- Maintaining the register of all rental equipment and tools mobilized for rig.
- Reviewing purchase order receiving documentation including commercial invoices, packing lists, and bills. Contacts vendors to resolve any discrepancies.
- Ensuring that all materials shall be controlled, handled and transported in a cost effective and safe manner which is conducive to, and in accordance with, Edison Egypt's policies and regulations and best practices. The record of stocks and materials movement is to be accurately completed at all times.
- Developing and maintain adequate Inventory Control methodology and processes to maintain accurate current inventory records and a control system that includes, and is not limited to, Receipts, Issues, Return, Transfers of materials, or can support requests for Adjustment or Disposals
- Ensuring the proper cost input for all services and equipment costs.
- Managing materials and tools procurement to location.
- Track rental equipment inventory and costs.
- Track service co personnel and equipment costs.
- Tracking and expediting of all materials or services, that are called off from suppliers or service companies as deemed required.
- Manage procurement of bulk materials (Barite, Fuel, Water...etc.) for land rig as needed.

Dates	:	From Jan. 2014 till Jan. 2015
Employer	:	Saudi Makamin Offshore Ltd – KSA
Job title	:	Wellsite Logistics & Materials Coordinator
Job Description	:	<ul style="list-style-type: none">• Liaise with Company man and coordinate movement of equipment, materials and personnel to and from the rig to assure smooth rig operations in a cost effective manner.• Monitor movement of rental equipment to and from the rig to minimize cost to the company on idle periods. Ensure good record keeping on surplus materials returned to vendor(s).• Ensure adequate supply of fuel and consumables on the rig at all times.• Ensure adequate supply of water (Potable, Drilling) on the rig all times.• Accountable for the motivation of all staff, taking responsibility for their job allocation.• Perform manual and clerical duties related to shipping, receiving, inspecting, storing and delivering a variety of materials, equipment to and from Service Company.• Prepare the hole section requirement equipment, materials and casing joints, wellhead, bits, etc... according drilling program.• Follow up the drilling parameters, rig activity with rig crew, mud logger, mud eng and cementer, etc...• High qualifications to prepare clear and concise reports (all types of reports) daily drilling report, cost report, bits record, casing tally, bottom hole assy.• Witness for all jobs on the rig (run casing, install wellhead, cement job,

fishing job, well test, completion, P & A) and make sure all equipment and material which require for this job are available and ready to use.

- Dates** : From Feb. 2010 till Jan. 2014
- Employer** : Apache Corporation Egypt
- Job title** : Wellsite Logistics & Materials Coordinator
- Job Description** :
- Oversee and manage day-to-day activities of materials movements to and from the drilling rigs and Karama yard (Apache's warehouse).
 - Assisting the Drilling Representatives in the preparation of load-out lists for each hole sections, assisting him with drilling operation, grading the Bits, managing the rental tools, strap the casing, preparing the BHA and maintain the well head & test it and also responsible of install it and set the casing slips hunger. Also doing the daily drilling report & cost report (working on the open wells program).
 - Co-ordinate & liaise with vendors/ supplier to get the materials to be delivered to the Land Rigs on time as per schedule.
 - Movement of drilling materials, to and from the land rigs within requested timeframe and deadline.
 - Prepare and submit cargo manifests ensuring correct documentation is attached for all lifting equipment, MSDS and any IMO dangerous goods declarations.
 - Responsible for the administration of all inventory items held in stock or on consignment.
 - Maintaining the register of all rental equipment and tools mobilized for rig.
 - Reviewing purchase order receiving documentation including commercial invoices, packing lists, and bills. Contacts vendors to resolve any discrepancies.
 - Ensuring that all materials shall be controlled, handled and transported in a cost effective and safe manner which is conducive to, and in accordance with, Apache Egypt's policies and regulations and best practices. The record of stocks and materials movement is to be accurately completed at all times.
 - Developing and maintain adequate Inventory Control methodology and processes to maintain accurate current inventory records and a control system that includes, and is not limited to, Receipts, Issues, Return, Transfers of materials, or can support requests for Adjustment or Disposals.
 - Ensuring the proper cost input for all services and equipment costs including tangibles such as bit and casing costs into DIMS.
 - Managing materials and tools procurement to location.
 - Track rental equipment inventory and costs.
 - Track service co personnel and equipment costs.
 - Tracking and expediting of all materials or services that are called off from suppliers or service companies as deemed required.
 - Manage procurement of bulk materials (Barite, Fuel, Water...etc.) for land rig as needed.

- Dates** : From Feb. 2009 till Feb. 2010
- Employer** : RWE DEA Egypt

Job title : Logistics Base Supervisor

Job Description :

- The logistics supply base provides support to 2 rigs drilling onshore in west delta concession, daily operations to handle the drilling materials needed for the drilling operation. The base is also responsible for managing all trucking, cranes & forklift operations, mud chemicals, cement, materials management, and managing Freight Forwarding and Custom Clearance directly for RWE DEA.
- Oversee and manage day-to-day activities of materials movements to and from the onshore drilling rig, and in and out of the base.
- Co-ordinate & liaise with vendors/ supplier to get the materials to be delivered to the logistic base on time as per schedule.
- Coordinating with rig drilling supervisor and drilling department for the smooth and safe shipping of the materials.
- Schedule and publish trucks for load out lists in accordance with rig requirements and as per the five days look ahead.
- Movement of drilling materials to and from onshore locations within requested timeframe and deadline.
- Prepare and submit cargo manifests ensuring correct documentation is attached for all lifting equipment, MSDS and any IMO dangerous goods declarations.
- Responsible for the administration of all inventory items held in stock or on consignment.
- Maintaining the register of all rental equipment and tools mobilized for the project.
- Ensuring the use of a register of all Materials Safety Data sheets for all hazardous products handled on the base.
- Co-ordinate with QA/QC for the inspection of new materials. Makeup of assemblies.
- Ensuring that all materials shall be controlled, handled and transported in a cost effective and safe manner which is conducive to, and in accordance with, RWE Egypt's policies and regulations and best practices. The record of stocks and materials movement is to be accurately completed at all times.
- Develop, implement and maintain necessary forms for control and traceability of materials and equipment as required for the operations.
- Ensure the Full implementation of RWE HSE Policies.
- Inspecting the lifting gears used and keep record of its certificates.
- Supervise the fueling operation and water supply to the rigs.
- Manage RWE supply Base Operations & Support services to the rigs.
- Issue / Manage service orders & with the coordination of drilling dept.
- Issue and receive materials in accordance with RWE Standard.
- Coordinate with the Drilling Dept for the logistics of well & rig requirements.
- Maintain the Base cash fund, and submit necessary settlement report.
- Manage loading / off-loading and stocking operations in Base.
- Preparing the scope of work and technical specs of the base contracts.
- Conduct periodic stock checks as required.

Dates : From Jul. 2006 till Jan. 2009

Employer : APACHE CORPORATION

Job title : Base Logistics Coordinator

Dates : From Jul. 2008 till Sep. 2008
Employer : HESS CORPORATION
Job title : Base Logistics Coordinator