

Brahim Ghrab

Materials & Logistic Supervisor



Skilled Logistics Supervisor with background in the logistics field operation for onshore vessels. Recognized for spearheading initiatives, Excellent leadership, communication, and organizational talents Self-Motivated, Logistics Supervisor familiar with various software logistic programs including ERP system/ SAP MM PM/ SAGE in-depth knowledge of HSSE, standard management methods and policies.

Contact

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Date of Birth: July 24th, 1982

Nationality: Tunisian

Marital Status: Married,

Driving License: Yes – with on Road / Off-road

Languages: Arabic, English, French

EDUCATION

2004: Bachelor's Degree in international Transport and

logistics 2001: Baccalaureate diploma

SKILLS

- ERP System, SAP PM/MM
- SAGE, ACONEX
- Invoicing and Shipping Documentation
- Inventory Control Process
- Warehouse space Management, Materials Handling, Materials Storage
- Fleet Dispatch, Transportation Management System
- Logistics oversight
- Reviewing Purchase order
- Problem solving, Relationship management
- Project management, Time management

CAREER HISTORY

Materials & Logistic Supervisor, (Aug

2021) OMV(Tunisien) Production

GmbH

- Coordinate with departments to ensure efficient movement of all materials
- Prepare reports for all materials and manage transportation of materials from Warehouse base to rig sites
- Coordinate with all department managers to ensure accountability for all materials.
- Maintain all information for status of materials on Daily basis (look ahead).
- Assist Drilling supervisor to ensuring materials are present with each Job order
- Control through ERP system/ SAP to analyze material availability and expected material receipt date.
- Maintain clean, safe working environment.
- Ensure that the correct inventory transactions are taking place in SAP.
- Provide updates for material status and open purchase orders, including expediting, tracking and returns.
- Prepare WO on SAP for equipment requested
- Participate in the change of planning of logistics operations according to urgencies and non-planned events on site while ensuring coordination with other entities
- Verify All Drilling and Well Services backload manifests/returned documents and ensure the Return Documents are accurately created and maintained in SAP System
- Maintain an inventory of company supplied equipment and supplies at the rig site in support of drilling & well services operations
- Maintain a register and record of all "rental tools and other third-party rental equipment" held at the rig site, (drilling stabilizers, crossovers, MWD/ LWD tools...)
- ensuring arrival and departure dates are correctly stated for cost control purposes
- Attend daily operational meetings with the Drilling Supervisor
- Supervise all vehicle (trucks) loading and offloading activities and maintain safe practices during loading/unloading activities
- Ensure third party rental equipment is returned to vendors as soon as possible to save on rental costs
- Liaise with logistics Department for transportation and equipment/material requirements to support the drilling & well services operations.
- Prepare all cargo manifests for materials and equipment being returned to third party vendors and company warehouse ensuring the accuracy of information. Copy to be sent to logistics and warehouse personnel

- Conduct inspection of third-party vehicles (trucks) as they arrive and depart the rig site to ensure they are in good roadworthy condition and that cargo is safe and properly secured prior to departure from the rig site
- Ensure all truck drivers have and wear the appropriate PPE at worksites
- Actively participate in the weekly HSE meetings, and where applicable, attend JSA's / safety meetings, drills, Daily Toolbox Talks, etc....

Logistics & Transport Supervisor (Feb-2021-July-2021)

Lazreg Petroleum Services

- Supervise Transport Drivers and set schedules as per customer's requests.
- Ensure all transport deliveries and pick-ups are completed in a timely manner and that the department operates efficiently.
- Manage employee relations issues including interviewing, hiring, counseling, and documentation for Transport Drivers in an ethical, professional and expedient manner.
- Responsible for vehicle maintenance including scheduling regular maintenance via SAGE and making sure vehicles are regularly disinfected and kept sanitary.
- Ensure compliance of safety standards in transportation functions.
- Initiate cost efficiency measures in transportation operations.
- Implement environmental laws, procedures, and processes.
- Build internal and external customer relationships.
- Manage, supervise, and monitor fleet operations.
- Develop and implement risk management systems for fleet management
- Coordinate all activities in the dispatch of items- requisition, planning, scheduling, reconciliation with regards to operational requirements
- Monitoring driver behavior and ensuring a high level of customer service.
- Implement and monitor IVMS
- Oversee conduct of trainings for drivers
- Investigate and resolve all incidences of missing, incomplete/damaged stock/equipment/items during dispatch

Materials and Logistics Supervisor (Jan 2014 – Nov-2020)

OMV(Tunisien) Production GmbH (Waha CPF)

- Collaborate with various departments to manage efficient flow of all materials.
- Prepare an efficient shipping schedule and evaluate all production schedules and determine all required materials and ensure availability of all materials.
- Coordinate with departments to ensure efficient movement of all materials and evaluate all materials sent to production department.
- Prepare reports for all materials and manage transportation of materials from one department to another and prepare all production records on computerized system.
- Coordinate with all department managers to ensure accountability for all materials.
- Maintain all sensitive data information and prepare appropriate project schedule.
- Maintain all information for status of materials on weekly basis.
- Collaborate with construction team to schedule all deliveries and manage all delays and ensure compliance to all material requests.
- Prepare required reports for all cost accounts and procurement to ensure compliance to all account payable requirements.
- Prepare required documents and drawings and maintain all files for material delivery sites and prepare efficient work schedule.
- Review and monitor physical inventory of materials / spare parts. Make sure that all stock items are in the system and in line with the coding standards.
- Perform receive / return activities and ensure inventory adjustments are made accordingly.
- Identify critical and additional materials / spare parts required for operation
- Responsible for supervising all warehouse-related rigging jobs and ensuring safe practices are followed while loading and off-loading materials.
- Responsible for proper storage and housekeeping of materials (may also include various oils and chemicals) based on requirement, proposing space optimization methods.
- Provide various inventory related reports to the head of Department as needed.
- keeping all records up to date Key Tasks Check received equipment and materials conform to PO specifications
- Conduct regular checks that physical inventories at base and rig site, wells match with SAP inventory reports
- Ensure full compliance with company HSE procedures for all requirements carried out.
- Manage all personnel for handling operations
- Ensure the Lifting Operations as per OMV Procedure
- Material inventory
- Track inventory levels as per drilling lookahead to make sure established deadlines are met
- Materials and equipment shipment are properly maintained

Materials and Logistic Supervisor (HP rig 242) (Mar 2012 – Jan 2014)

OMV(Tunisien) Production GmbH

- Organize and monitor Customer's and service company equipment & materials on site
- Prepare, monitor, update equipment and materials stocks on site, and keep comprehensive inventories of all equipment and materials.
- Review and monitor physical inventory of materials / spare parts. Make sure that all stock items are in the system and in line with SAP procedures.
- Manage all field materials and personnel movements to and from the field

- Provides monthly outstanding material lists to Procurement Services Department to enable identification of relevant Purchase Orders and successful expediting within timeframe.
- Monitors and ensure timely arrival of all material purchased against RR, Work Request and Modifications.
- Supervising the procedures of receipt and storage
- Perform receive / return activities and ensure inventory adjustments are made accordingly.
- Responsible for proper storage and housekeeping of materials based on requirement

Business Development Specialist (Nov2010 – Nov 2011)

Chamber of Commerce Montpellier

- Identify client needs and suggest appropriate products/services
- Develops and execute a strategy for discovering and securing new business opportunities either locally, regionally, or nationally
- Represent the company at trade organizations.
- Create a business development database to evaluate performance and organize client and prospective client information.
- Identify, research, and develop future business development opportunities
- Source new partnering opportunities to advance goals and bring them forward to business leaders to ensure alignment

HSSE & Admin coordinator. (March 2010 – June 2010)

CGG VRITAS

- Follow up of day-to-day seismic activity in south Tunisia,
- Supervise Drivers and fleet according to safety and journey management procedure.
- Prepare daily, weekly, and monthly HSE reports
- Present HSE awareness to personnel and contractors' focal point of all HSE observation report
- Inspect plant areas on daily basis to ensure that hazard, finding, near-miss, incident or hazardous occurrence are reported timely and managed effectively within the organization.
- Ensure that risk assessments are performed and control measures relevant to the tasks are in place
- Lead in-site HSSE meetings (e.g., toolbox talks, site orientation)
- Carry-out and record ad-hoc safety inspections of equipment and emergency systems
- Take part in all accident/incident/near miss investigations, establish, and communicate actively Lessons learn, Safety Alerts, Best practices
- Carry out and develop safety initiatives and awareness campaigns pertinent to the site and the identified operations
- Assist in communicating HSSE topics (like Safety alerts, HSSE campaigns, HSSE news, newsletters, HSSE trainings and HSSE awareness sessions.

Offshore Crew Coordinator (October-2009 to February 2010)

TPOC (Murzuq basin, Libya)

- Responsible for the overall personnel matters of the offshore crews
- Responsible on a daily basis for following up on all activities regarding rotation of personnel
- Focal point for all logistics and personnel issues related to allocated installations, include but not limited to core crew personnel, catering crew, third parties
- Ensure all crew and third parties have minimum company requirements ahead of joining the allocated installations
- Keep HR files up to date
- Updating various monthly HR reports
- Provide payroll department with accurate information
- Checking the POB system on a daily basis
- Assist Supervisor with the crew change schedule to ensure non disruption to the offshore operations.
- Ensure proper coordination of travel arrangements for offshore crews in liaison with the crews, Supervisor, travel companies, crewing agents. This includes flights arrangements, accommodations, transport, work permits, work visas, medical examination, and BOSIET exemption.
- Ensure all documents, licenses, visa, work permit and certificates of crews are valid and current.
- Ensure that all logistics arrangements are made in accordance to company policies and guidelines.
- Verification of crew qualification/documentations and Flag state required certificates.
- Maintain proper records of the crews including completion of bio-data form, facility forms, travel records and the necessary training certificates.
- Assist Supervisor in maintaining and updating the offshore training matrix for compliance.
- Coordinate and arrange the training bookings and related logistics for offshore crew for offshore related trainings where required.

Warehouse Supervisor. (Feb 2009 – Sep 2009)

INDUSTRIAL COMPANY OF PLASTER (SIPS)

- Plan, organize, supervise, and participate in daily warehouse operation and activities, including the receipt, documentation, storage, safety and distribution of equipment and supplies and maintenance of inventory.
- Prepare, pack, schedule, and route orders for delivery
- Maintains inventory by conducting monthly physical counts.
- Supervise the processing of requisitions and requests to invoice for reimbursements of warehouse codes; complete requisitions for needed materials to assure adequate stock levels
- Determine and track most important warehouse KPIs
- Prepare and maintain a variety of records and logs and prepare reports as required.
- maintain inventory of items in the warehouse; file records as required; supervise the assembly of inventory as required.
- Assist management in establishing warehouse standards and procedures; advise of budget-related needs; assist in the bid process for various supplies as required.
- Ensure that all relevant procedures and processes are followed and adhered to in line with the Company's procedures and requirements

- Train, guide and evaluate new warehouse workers.
- Provide a safe working environment, adhering to Health, Safety and Environmental procedures and ensuring they are understood and practiced by the team
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Logistic Coordinator. (Jan 2006 – Dec 2007)

SHIPPING AGENCY

- Working with approved intermodal carriers to determine availability and obtain freight rates.
- Resolve cargo transportation needs by coordinating directly with customers, foreign offices, government agencies and other departments.
- Prepare, review, approve and maintain files required for the lawful completion of both import/export activities.
- Ensuring timely pick up of cargo Ensure most cost-effective rate is used to move cargo inland from most reliable sources.
- Ensuring timely updates of shipment details and updating system timely to meet documentation deadlines
- Evaluating loads to determine need for overweight permits and filing paperwork to obtain permits when necessary
- Facilitate the shipping of products from one destination to another Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.
- Prepare documents, such as bills of lading, NAFTA Documents, and shipping orders to route materials.
- Record shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes.
- Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates.
- Confer and correspond with Sales, Customer Service, and establishment representatives to rectify problems, such as damages, shortages, and nonconformance to specifications.
- Assist Customer Service and Sales with inventory questions or concerns, quotes, dimensions.
- Provide day to day guidance in Shipping by structuring workloads to maximum productivity and efficiencies.
- Receive, reconcile, generate, consolidate and/or summarize documents and information Ensure invoices are accurate and in accordance to the physical shipment and customer regulatory requirements.
- Reviewed order data to verify transactions and shipping dates.
- Tracked orders and notified customers of status or potential delays.
- Planned and supervised shipments from production to end-user and scheduled daily and weekly routes.
- Monitored and reported on transportation costs and properly filed shipping documents.
- Generated documentation and information required for customer shipments.

Certificates

- 2011: HSSE Technician Diploma Universal House-Training center
- 2012: HSSE Leadership for Supervisors Certificate from Risk Tec
- 2013: Certificate of Attendance in Introduction to HSSE Management System, Stepping Lifting & Manual Handling, Work at Height, Risk Management, Incident & Accident Reporting, and Investigation from OMV
- 2014: Risk Assessment Training from OMV
- 2015: Safety Critical Elements and MOC training
- 2015: Dangerous Goods by Road Training, PREVENTIS
- 2015: Environmental Aspect and Impact in Oil and Gas
- 2015: Authorized Gas Testing Training, PREVENTIS
- 2015: SAP PM/ MM Training
- 2016: Hazardous substance management from OMV
- 2016: Electrical Habilitation
- 2018: ISO 9001, ISO 45000, CITET
- 2018: RFF and HLO Training
- 2019: Confined Space Certificate, ITC
- 2019: Desert Defensive Driving (on road & Off road)
- 2019: Emergency Fire Team Member Certificate PREVENTIS
- 2020: Advanced First Aider Certificate from GMF Assistance
- 2020: Scaffolding Inspection Certificate, ITC

