**LARRY BAUYON PANGILINAN**

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**POSITION APPLIED: Material Controller / Material Supervisor**

**FUNCTIONAL**

Work experience in field Material Management, Warehouse Management, Logistic and Purchasing function familiar with all aspect of materials, control operation and warehouse operation including health, safety and environment warehouse / lay down set up. Material takes offs, materials requisition and specification, material preservation and preventive maintenance handle the supply support system for equipment and materials in various type of project such as Refinery, Gas Processing Plant and Compression Facilities, Method Project, Gold Mining and Gas to Liquid Project.

**KEY TASKS**

Developed and implement a highly effective Material Management Organization Support cross-functional Material Management project, lead warehouse project in combination the successful implementation educates, train and support team in the warehouse.

**PROFESSIONAL SUMMARY**

* Managing people, processes and systems to make sure productivity targets are met.
* Overseeing the efficient receipt, storage and dispatch of materials as well as the maintenance of warehouse and labor-management systems.
* Liaising with clients and suppliers.
* Planning and monitoring all warehouse activities.
* Finalizes documentation for transaction to different recipients.
* Monitoring shipping delivery schedule and delegating to all site supervisors.
* Ensuring material inventories are accurate.
* Implements all precautionary safety measures in and out of the warehouse.
* Monitoring operation and maintenance of the field Material Control System.
* Final checking of the documentation for the received and issued materials.
* Executes receiving and handing over activities of the received materials or cargos to each category/sub-contractor in accordance with the detail procedures like monitoring of shipment forecast.
* Coordinating with all sub-contractor, forwarders, vendor representative and clients.
* Checks the arrangement of unloading area, materials handling operation, periodic inventory check and documentation.

**DETAILS OF WORK EXPERIENCE(S)**

**POSITION : Sr. Officer Material Controller**

**DURATION :** September 21, 2016 – May 10, 2018

**COMPANY :** Petrofac Emirates LLC

**PROJECT :** ZADCO – UPPER ZAKUM 750 Islands Surface Facilities Project – EPC2

**LOCATION :** North, South & Central Island Offshore Abu Dhabi, UAE

**POSITION : Sr. Officer Material Controller**

**DURATION :** May 07, 2015 – September 20, 2016

**COMPANY :** Petrofac Emirates LLC

**PROJECT :** ZADCO – UPPER ZAKUM 750 Islands Surface Facilities Project – EPC2

**LOCATION :** Fabrication Shop (SSL & Denholm) ICAD 2 Abu Dhabi, UAE

* Comply with HSSE policy, procedures, and legislation performance of duties.
* Implement health and safety procedures. Operate tools, equipment, and machinery as per safety procedures.
* Ensure materials availability on site to meet the construction schedule. Coordinate the resolution of all supply chain issues related to material availability, transportation, and receipt of materials.
* Conduct forecasting and demand planning to maintain effective inventory levels and to ensure that the material requirements are effectively met.
* Assist in the development and maintenance of current procedures, systems and best practices for demand planning and forecasting to ensure that the material requirements are effectively met.
* Liaise with Procurement/ Expediting/ Logistics and Construction teams for materials arrival scheduling and communicate all delays in receiving materials to stakeholders.
* Collect all necessary information on the materials to be received on site such as unpriced copy of P.O., shipping notifications, packing lists, MTC’s, Inspection Release Notes, Shipping Release Notes, and coordinate necessary activities to receive materials.
* Issue pre-alert notifications to site construction team for the material delivery schedule through daily reports.
* Identify and arrange space requirement and crane allocation for the shipments to be received in coordination with sub-contract team.
* Arrange and oversee consignments unloading in assigned area. Arrange Consignment inspection by QC Inspector and/or Company Representative.
* Verify the quantities of the received materials in line with the Purchase Order, Packing List and Shipping Release Note (SRN).
* Collect, verify and record required documents for received materials such as shipping documents, test certificates, MSDS etc.…
* Prepare Material Receiving Voucher (MRV) after QC Inspection for accepted materials.
* Prepare Overage, Shortage, Non-conformance, and Damage reports (OSD), if any, and follow up for resolution with Expediting/ Project team.
* Communicate to the site construction team the receipt of materials for proper planning of the activities. Prepare and issue the Material Receipt Report (MRR).
* Carry out and monitor preservation of materials in stock as per preservation procedure and vendor requirements.
* Arrange to locate the received materials as per their nature and ensure that all materials are properly handled and tagged with part number, Heat number and PO number.
* Arrange to issue / transfer materials as required after receipt of approved Materials Issue Voucher Request (MIVR) and ensure proper handling of material.
* Prepare Material Issue Voucher (MIV) of the required material and arrange issuance/ transfer to construction/ sub-contract teams.
* Handle surplus materials returned by site construction team. Process the Material Return Notification (MRN) in the system and arrange return of items through proper inspection, labelling and marking, stocking and preservation as per the preservation procedure and vendor requirement.
* Update Materials Inventory System after receiving or issuing of material/ surplus and ensure reconciliation of the inventory quantities.
* Maintain and keep the inventory level to identify shortage/ obsolete items and generate materials inventory reports on periodic basis.
* Coordinate dispatch and transfer of material to other sites as and when required.
* Handle and maintain the quarantine (rejected) materials by proper identification, labelling and marking, storing, preservation and reporting.
* Participate and assist during internal and external audits (Client/ PIL) and implement necessary actions to ensure compliance with procedures and policies.
* Update the Site Material Control System (SMCS) as and when required including material receipt, storage control, inventory management, material transfer, OSD, MRV, MIV etc.…
* Generate periodic reports on materials received status, OSD’s, inventory status as well as material requisition status and inform appropriate stakeholder.
* Coordinate with accounts department and the buyer to ensure successful transfer of buyer's payment.
* Issue sold material to awarded buyer upon clearance of payment.
* Supervise, evaluate, and train subordinates.
* Supervise sub-contractor staff / labor, Material Controllers, Warehouse Controllers, Riggers and Drivers.
* Supervise material handling employees.
* Assist in the development and enhancement of Materials Management procedures, processes, and systems for effective operations.
* Comply, implement & adhere to the Materials Management Policies and Procedures.
* For surplus sales, the following duties apply:
  + Review Surplus Requisition and Surplus Material Report (SMR) for correctness & completeness of documents and availability of material.
  + Offer surplus materials to running PIL projects and arrange transfer of material between sites upon requirement.
  + Collect all necessary information on the surplus materials to be sold such as MTC’s, MSDS etc.….
  + Create Inquiry Bidders' List (IBL).
  + Prepare RFQ’s and issue to prospective buyers, expedite receipt of offers and coordinate pre-bid clarifications as required.
  + Review received quotations for completeness and obtain missing information and documents required for bid evaluation.
  + Prepare commercial bid tabulation.
  + Arrange teleconference calls and bid clarification meetings with the buyers as required.
  + Solicit final bids & conduct commercial negotiations with the buyers to achieve target sales price.
  + Prepare Award Recommendation for the selected buyer(s).
  + Coordinate with Commercial and Contracts department for the finalization of the sales order terms.
  + Prepare Sales Order (SO) and obtain buyer's acknowledgement.

**POSITION : Sr. Material Controller**

**DURATION :** May 11, 2014 – April 04, 2015

**COMPANY :** Mc CONNELL DOWELL Company ABU DHABI LLC

**PROJECT :** Construction of flow lines and wellhead installation of typical works in ADCO’s

**LOCATION :** Habshan Abu Dhabi Gas Industries LTD (ADCO)

* Review and identify constraints and restriction that may impact the ability to meet daily logistics plan.
* Coordinate and facilitate non-routine material movements (Goods Issues, Goods Receipts) for all MOT’s.
* Serve as the initial contract for document resolution for all Modes of transportation (MOTs).
* Communicate with site logistics contracts and carries (all MOTs) to inform them of scheduling plans and plan exception.
* Recognize asset availability preventing scheduled loading/unloading.
* Participate in material flow integration and work process projects (ERP training).
* Receive and process activity work request; review request, identify resources to complete the request, identify constraints impacting request, add special instruction to the request, and monitor through completion the material movement request.
* Create and distribute daily and weekly movement plan (all MOTs, inbound/outbound/packaging).
* Review and ensure completeness of the 3rd party documentation and mange changes/exceptions.
* Verify final shipment/receipt detail for accuracy and completeness (invoice, bills of lading).
* Gather, monitor, input (i.e., ERP system), and communicate data entry performance measures and related data within the material flow work process.
* Liaison between Schedulers/Planners and the material flow activities.
* Comply with EH&S guidelines and overall safety processes.
* Perform any job-related activities as requested by the immediate supervisor/manager.

**POSITION : Field Material Controller**

**DURATION :** December 22, 2012 – May 10, 2014

**COMPANY :** SAMSUNG ENGINEERING Company LTD.

**PROJECT :** Nitrogen Gas Injection (NGI / PURE CASE) Project (GASCO)

**LOCATION :** Habshan Abu Dhabi Gas Industries LTD (GASCO)

* Monitor material status and inform field office personnel of the material-receiving schedule.
* Reporting ESDR – Excess Shortage Damage Report if there is damage or shortage material found in deliveries to WHSE Manager.
* Controlsdetail material Inventory status.
* Controls FMC system for piping material.
* Issuing piping, Electrical and Instrument, Structural and Mechanical materials.
* Controls each spare part for piping material.
* Storing and preservation.
* Control’s safety work.
* Coordinate with transportation coordinator for receiving heavy equipment.
* Inspection of materials when receiving, issuing, and returning them.
* Forecast future materials status at the Job Site.
* Control requests for purchase of materials, when necessary.
* Coordinate preparation of requisitions for local materials and the Field Engineering Manager’s authorization of them from the technical aspect.
* Determine the area and type of storage space needed according to the classification of materials, overall construction schedule, material delivery schedule, volume of materials and the time of use.
* Receipt of Material Requisition.
* Material progress reports.
* Purchase orders and amendments.
* Material Certificate.
* Project engineering standards.
* Piping bills of materials.
* Advice delivery notes.
* Packing list.
* Preservation and maintenance requirements before starting up.
* Operating and maintenance manuals.
* Manufacturers’ production data book along with materials receipt at Site.
* Material Safety Data Sheet.
* Control overall administrative work at FMC (Field Material Control) office.
* Establish comprehensive plans and procedures for field material control.
* Control overall field material control document and coordinate collection of documents regarding material with Head office.
* Coordinate with Warehouse Supervisor for material receiving & issue record and inventory status.
* Supervise overall work of field material control system Controller.

**POSITION : Turnover Document Controller QA/QC**

**DURATION :** Dec 03, 2010 – November 20, 2011

**COMPANY :** KENTZ Engineers and Constructors Caribbean DLL

**PROJECT :** Barrick Gold Mining Project

**LOCATION :** Pueblo Viejo, Dominican Republic

* Ensure that all the Loop/Quality Packs set out and are executed in the manner agreed.
* Review and update quality packs at fixed set points and ensure that the correct releases were achieved as set out in ITP.
* Ensure all instrument and electrical system packs were systemizing correctly.
* Ensure all disciplines system packs were systemize correctly and are all Q signoff in the manner agreed.
* Compiling complete test packages into sub-systems and correctly handover to Client for Mechanical completion.
* Ensuring that all dossiers have all correct associated documentation attached ECN (engineering change notification) NCR (nonconformance report) SEQ (site engineering queries) FWI (field written instruction) and all other relevant documentation is attached.
* Ensure that master punch list is complete and up to date to give a correct and complete exception list for the handover dossier.
* Compiling tender packages.
* Photocopying and distributing correspondence for further to clients and Project Supervision.
* Ability to maintain internal controls covering all aspects of document control.
* Intermediate proficiency with MS office application (word, excel, power point, schedule\*, exchange) with the ability to develop spread sheets.
* Ability to work with minimal supervision in a self-initiating manner, requiring flexibility, judgment, and self-discipline.
* Capability to recognized problems and act quickly to rectify situation where deadlines are a concern.
* Strong team player.
* Strong Interpersonal, coordination, and organizational skills.

**POSITION : Material Controller**

**DURATION :** September 24, 2008 – November 07, 2010

**COMPANY :** KENTZ Engineers and Constructors QATAR LLC

**PROJECT :** Qatar Shell Pearl (Gas to Liquid) Project

**LOCATION :** Doha State of Qatar

* Responsible for all Warehouse and Lay down Activities, Work Procedure Inside and Outside warehouse, Monitoring all received and issued materials, Material Identification Traceability, Receiving Inspection Report, Material Storage, Materials Receiving Report, Materials Transfer, unloading/uploading materials received.
* Supervise all warehouse personnel to use their proper Personal Protective Equipment (PPE) to ensure the daily activities will be done in safety manner.
* Report for any discrepancy and unsatisfactory materials received according to the packing list and purchase order.
* Perform Excel spreadsheet for my personal record-keeping aside from standard record for more efficient warehouse performance including receiving, location, and issuance with reference number, part number, description and quantity.
* Coordinate to the Material Controller for input of storage location received materials being placed into indoor / outdoor yard storage and for recording of materials issued from warehouse to IPMS.
* Monitoring of materials schedule of deliveries for purpose of planning the offloading location / Area.
* Secure or execute permanent materials pick ticket from IPMS (Integrated Project Management System) and distribute to subordinate for pulling out materials and issued as requested by the subcontractor and the site Contractor.
* Separating of all commissioning spare parts, insurance spare and hand over to the main warehouse for safe keeping and for preservation.
* Perform daily, weekly, monthly inventory log-in to the inventory spread sheet to maintain materials issued and material received.
* Coordinate with the rigging part for the request of equipment such as Crane, Trailer, and Forklift for uploading and downloading of materials.
* Conduct daily TSTI to ensure the daily activities will be done in safety manner.
* Handle direct supervision on the company’s field personnel at the area.
* Supervise daily activities like receiving, issuance, checking materials received, lifting, housekeeping, and compressing of boxes in the yard.
* Make sure all lay down yard assign are always all clean and free from any potential hazard.

**POSITION : Material Controller**

**DURATION :** March 08, 2006 – May 30, 2008

**COMPANY :** Mohammad Al-Mojil Group

**PROJECT :** Jua’ymah Gas Plant Expansion Project

**LOCATION :** Jua’ymah, Kingdom of Saudi Arabia

* Documenting and controlling receipt and issuances of all goods, including temporary and permanent construction materials, equipment and small tools, power tools and consumables.
* Monitoring of materials schedule of deliveries for purpose of planning the offloading location / Area.
* Direct physical inventory report and inspection of all construction arriving materials/equipment.
* Review purchase order receiving documentation including commercial invoice, packing list and bills of landing for completeness and necessary.
* Receiving inspection and final checking of all construction materials and equipment delivery.
* Bag and tag materials for warehouse material requisition.
* When an asset is accidentally broken on at the end of life and it has been verified that it is either impossible or uneconomical to fix, send an asset loss request specifying the cause of assets condition.
* Ensure the accomplishment of physical inventories on a timely basis to ensure valid record is maintained.
* Any construction materials/equipment to be shipped off site, whether a return to supplier materials/equipment for repair or rework, will be transmitted via a properly approved out shipment report.
* Regularly item and ensure maintenance/presentation is in accordance with the supplier’s recommendation.
* Store correctly in pre-determined location (Rainstorm, Humidity, Insects, and other creatures).
* Provide current information on the state of material activities.
* Monitoring and coordinating to all sub-contractors.

**POSITION : Material Checker**

**DURATION :** April 23, 2003 – October 29, 2005

**COMPANY :** Zamil Steel Industries

**PROJECT :** Towers and Galvanizing

**LOCATION :** 1st Industrial Dammam, Kingdom of Saudi Arabia

* Responsible for the coordination, operation, and maintenance of the Field Material Control System.
* Responsible for material receiving, issuance and recording documentation.
* Ensuring an adequate cataloguing and inventory control function is undertaken.
* Implementing company policy in report of warehouse matters, ensuring a safe and healthy workplace.
* Take-off bills of materials (BOM) in isometric/plan drawing and import to system using visual basic access data base.
* Performs transaction for materials received and issued, good receipt notes and update in System.
* Organize alternative system program to implement and maintain material control, arrangement, and documentation of materials shipment.
* Responsible to execute receiving activities and hand over the received cargoes to each category in accordance with each category and detail procedure:
  + Monitoring of Shipment Forecast
  + Arrangement of Unloading area
  + Material Receiving
  + Material Handling Operation
  + Periodic Inventory check
  + Documentation
* Prepare ESDR-Excess Shortage Damage Report if damage or shortage material found in deliveries.
* Update Inventory status from time to time for all discipline.
* Responsible for preservation of chemicals.

**KNOWLEDGE AND ABILITIES:**

* Highly organized in maintaining accurate records relating to assigned and storekeeping activities
* Perform routine clerical work to read and interpret standard parts and catalogues.
* Work independently, understand, and carry out oral and written instruction.
* Establish and maintain cooperative with those conducted in the course work.
* Familiar in construction, refinery, and power plant materials and equipment’s.
* Can read and understand Isometric drawing.
* Well versed in Microsoft Office
* Ability to work under high pressure situations

**TRAININGS/SEMINARS**

**Topic/Course Title**

* **Zadco Offshore Safety**

Modules covered in this course

1. Safety Induction
2. Fire Fighting & Self Rescue
3. Installation & Lifeboat Evacuation
4. First Aid

Emirates Technical & Safety Development Centre

Certificate no. 57184/2016

Abu Dhabi United Arab Emirates

* **Travel Safely by Boat**

OPITO APPROVED Course Code – 5605

Emirates Technical & Safety Development Centre

Certificate no. 0058560527071698536

Abu Dhabi United Arab Emirates

* **Basic H2S Training**

OPITO APPROVED Course Code – 9014

Emirates Technical & Safety Development Centre

Certificate no. 0058901427071698477

Abu Dhabi United Arab Emirates

* **Introduction to HSE & Leadership**

Pearl Village Training Center, Ras Laffan,

State of Qatar

* **Incident and Injury Free Supervisor Skills**

Pearl Village Training Center, Ras Laffan,

State of Qatar

* **Cultural Awareness**

Pearl Village Training Center, Ras Laffan,

State of Qatar

* **Supervision within Life Critical Activities**

Pearl Village Training Center, Ras Laffan,

State of Qatar

* **Practical Leadership**

Pearl Village Training Center, Ras Laffan,

State of Qatar

* **Train the Trainer**

Pearl Village Training Center, Ras Laffan,

State of Qatar

* **Introduction to Flawless Start-up Initiative (FSI),**

**Total Safety Task Instruction (TSTI)**

**And Permit to Work (PTW)**

Pearl Village Training Center, Ras Laffan,

State of Qatar

**PERSONAL DATA**

* **Age :** 40
* **Date of Birth :** February 02, 1982
* **Gender :** Male
* **Civil Status :** Married
* **Height :** 1.78 m / 5ft 10in
* **Weight :** 84 Kg
* **Nationality :** Filipino
* **Religion :** Roman Catholic
* **Passport no. :** P4201758B
* **Passport Expiry Date :** December 11, 2029
* **Father :** Rico A. Pangilinan
* **Mother :** Nieves B. Pangilinan

**REFERENCE(S)**

* **Mr. Ionut Matei**

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I hereby certify that all information above is true and correct to the best of my knowledge and belief.

Larry B. Pangilinan

Applicant