

JOJO CLEMENT

A result oriented professional offering 5 years' experience in Oil & Gas

Administration / Operations / Material Management.



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Professional Summary.

- Currently associated with **Prestige Engineering as Material officer for ADNOC drilling Material.**
- Ex-Employee at **ADNOC offshore under Emdad LLC contract as Technical Assistant / Material Coordinator -Abu Dhabi.**
- Skillful in maintaining **stock and procurement of material.**
- Expertise in employee **data management and administration.**
- A keen communicator with enhanced interpersonal, problem solving and analytical skill.



Academic Details

UNIVERSITY OF MYSORE –KARNATAKA: 2017 – 2019

- Master's in business administration -Logistics and Supply Chain Management.
- Coursework in Import/ Export.

KERALA UNIVERSITY-TRIVANDRUM: 2014 - 2017

- Bachelor of Commerce in computer Application- Associate of Arts.
- Coursework in Accounting.

INTERNSHIP

- Documentation in logistics. International Shipping Bureau- Cochin.



Organizational Experience

- **From June 2024 till present working with Prestige Engineering-Abu Dhabi as Material Officer.**
 - Monitoring and controlling the inventory of Mud Pump Spare Parts for ADNOC Drilling.
 - Following Up of Purchase order with the buyer to deliver the items on timely manner.
 - Checking the qty of material against the invoice number and ensuring the part no with ADNOC PO
 - Preparing and maintaining the documents against the purchase order for timely deliver and make ensure the Certificate of Conformance against the material received.
 - Preparing the ASN by following the PO qty/ delivery date and prioritize the delivery to Warehouse.
- **Since Dec 2019 with ADNOC OFFSHORE UPPER ZAKUM filed as Admin / Material Coordinator.**
 - Served as direct assistant to instrument supervisor, supporting all aspect of production and office management.
 - Have experience in the usage of Sap and Maximo software in preparation of work order, purchase request and other operational aspects.
 - Creating preventive maintenance and corrective maintenance work orders based on work priority.

- Coordinate with site logistics for heavy lift, oversized shipment, materials, or equipment required special handling upon arrival at site.
- Creating purchase request, purchase order and preparing request for adding, modifying material specifications in inventory through Sap and Maximo.
- Have knowledge about instrument -related fittings, control valves materials and test equipment's.
- Preparing consignments, material requisitions, purchase orders, return request to vendors for the damaged items ,freight tags, and maintain computerized warehouse recordkeeping system
- Maintaining and ensuring the asset movement, documents, and certificates of calibrated equipment's.
- Answer to the questions regarding procedure and resolves discrepancies regarding receipts , deliveries ,stock availabilities and assisting the delivering team with all details for tagging material
- Assisting the project team for withdrawal of tools and materials from store based on work progress.
- Good material management background with Coordination with the procurement department to ensure that the quotations are being received, PO's have been placed and timely delivery of the materials by follow up with warehouse teams.
- Supports shipping and receiving deliveries, coordinating stock, documenting warehouse transaction, maintaining records and overseeing storage of surplus inventory.
- Prepares material requisitions for ordering supplies for workshop and follows the trend of consumption.
- Working with seniors and planning department to determine schedule and volume requirements to effectively coordinate deliveries and maintain material supply.
- Receives store tags prepares and update the stock list regularly.

➤ **Since Sep 2022 to June 2024 with ADNOC OFFSHORE UPPER ZAKUM filed as Technical Officer for HSE / Fire / Control System Department.**

- Experience in providing Technical and Administrative support to the Team leader and departments at Upper Zakum in the ADNOC Offshore.
- Organizing Technical assessments, Appraisal ratings, follow up of technical and offshore training, timesheets, overtime sheets etc., as required by the Team leader.
- Covering the role of secretary for control system, fire Service and HSE department.
- Preparation of daily reports, manhour reports and monthly department operational reports.
- Assisting team leaders and managers in emergency drills and exercises.
- Documented and shared weekly meeting minutes.
- Answer inbound telephone calls promptly, directing clients, vendors, and general queries to relevant teams.
- Dealt with confidential and sensitive data and appropriately maintain records. Coordinates reports across all department and updating the internal database daily.
- Organizing personnel and professional calendars, sending reminders and update for upcoming meeting and events via teams and outlook.
- Recording and maintaining the walkthrough report of site management and uploading in the portal for audit purpose.
- Maintain data of all received operational incident, Non LTI, LTI, HSE observations, audits, dispensations, JSA, e- PTW reports and Adnoc WMS report in excel tracking file.
- Coordinating with talent acquisition team regarding new hire training and mobilization.
- Update HSE plan, risk register, and update the progress to team leader.
- Maintaining and handling department database with accuracy, efficient report making, preparing agendas, drafting correspondence.

- Coordinate with HQ for external and internal training for site employees and maintain attendance and records.
- Preparation and circulation of Delegation of Authority in the absence of Supervisors and above. Preparation and taking approval for Performance Reward Nomination, Technical Assessments, Interview assessments for the Instrument team.



Technical Expertise

- MS Excel,
- PowerPoint
- Maximo
- SAP
- Outlook and Teams



Core Competencies

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| <ul style="list-style-type: none"> • Month End close • Leadership management • Material management • Inventory Management | <ul style="list-style-type: none"> • General administration • Self-management • Reporting • Warehouse Operation |
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Certifications

- T. Boseit, H2s and HSE induction.



Personnel Details

Full Name – Jojo Clement
 Date of Birth: 01th March 1996
 Nationality – Indian
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 Languages Known: English, Malayalam, Hindi
 Visa Status – Residence Visa
 Passport Details: B6242320 (Expiry Date:05/06/2034)



Declaration

I hereby declare that the above – furnished details are true to the best of my knowledge and belief.

JOJO CLEMENT

