



Elmer Miranda Tablisma

Material Coordinator

Supply Chain professional with 10+ years of experience in Warehouse Operations, Inventory and Transport Operations, proven knowledge in Maximo and SAP.

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PROFESSIONAL EXPERIENCE



Material Coordinator

ADNOC Onshore Abu Dhabi, UAE

November 2010 – Present

Receiving / Releasing Section

- Prepare dispatch of wellhead materials, OCTG materials and spare parts use in rigs and assets.
- Accomplish high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of materials.
- Allocate daily/weekly workload.
- Receives request from ADNOC rigs, plan and prioritize delivery as per the urgency of the requirements to prevent rig shutdown
- Applies FIFO/FEFO method.
- Coordinate with completion team in Musaffah for fabrication and assembly.
- Coordinates with Drilling Work Shop for inspection of wellhead materials e.g. x-tree, THS, CHH, Casing Hanger etc. prior to dispatch.
- Liaises with end-users at ADNOC Onshore assets for their material request and plan the delivery on a daily weekly basis.
- Attends emergency calls during and after working hours from end-users.
- Prepare a monthly section dossier.
- Achieve monthly section KPI, developed and implement departmental objective.
- Guarantee's outbound materials and inventory transactions' accuracy.
- Organize and maintain inventory and storage area
- Coach newly joined Emirati staffs.
- Confer and coordinate activities with other departments
- liaise with end user to answer questions or solve problems
- Schedule and facilitate weekly meeting within the section.
- Maintain materials files and document necessary information.
- Visual Inspection and check of various drilling and spare part materials being delivered to BAB13, reconciling with the purchase order, packing list, certificates to ensure material received is in line with the PO.
- Process GRN for materials received.

KEY POINTS

- Storage expansion project of Central Warehouse
- Set up of Satellite Stores across Assets.
- Experience and knowledge in all sections operations in ADNOC Onshore Central Warehouse i.e. Chemical Section, P&C Section, OCTG Section, Receiving Section, Releasing Section, Transport Section

SKILLS

- Maximo
- SAP
- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point

TRAINING & COURSES

- Oil & Gas Industry Overview GCP (Upstream)
- Effective Planning & Prioritizing
- H2S and B.A., Basic first aid, Fire-fighting course from
- Safety and Life protection course

EDUCATION

- AMA Computer College 1999
- Certificate in Computer Programming

ADDITIONAL INFORMATION

Age: 42 Years Old
 Gender: Male
 Birthdate: July 02, 1979
 Religion: Christian
 Status: Married

- Preserve and manage physical stocks of materials & equipment used for operations and provide temporary storage for engineering project materials.
- Implementation and maintain of color code, administration of store personnel, labeling/tagging/markings of machinery and equipment accordingly for the ease of identification and traceability.
- Manage inventory accuracies through monitoring of warehouse activities, stock takes, cycle counts and audits to verify results.
- Support services include delivery of the right material and quantity as per requisition of the end user.
- Overseeing parts that were to be expensed and managing scrap transaction.
- Preparing RFI (Request for inspection) and OSD (Over short & defective) in case of discrepancy during the course of inventory and inspection process.
- Liaise with the procurement department of the company so as to ensure that accurate material delivery is taking place, preparing receipts.
- Implementation of company standards and HSE guidelines.

Project & Custody Section

- This section manage Project & Engineering Materials.
- Member of the team that executed the OCTG Storage Expansion Project, completing the development of 750K square meters of storage space, works included land preparation, fabrication and allocation of Tubular Storage Racks.
- Liaised with procurement department for all incoming materials locally and abroad.
- Handle the OCTG Operations in the section in the Central Warehouse, processed GRN, Storage, Distribution, Preservation & Inventory control.
- Plan and direct the daily work flow of activities of the section.
- Adhere to manufacturer recommended storage and preservation guidelines for storage and preservation of OCTG.
- Investigate discrepancies and perform reconciliation.
- Ensure all Lifting and handling of activities are performed in accordance with the HSE guide lines.
- Achieved KPI for the section, develop and ensure implementation of section objectives.
- Coach newly joined Emirati staffs.

Local Stores February 2011 – November 2013

- Local stores are satellite stores put up to cater and support those field which are not in close proximity of the central warehouse.
- Leads the startup of local store in Buhasa, Bab, Dabiyyah and South East Field.
- Assist end-users with their requirements from central warehouse and expedite the delivery.
- Coordinate with procurement team with regards to replenishment of stock items and end-users Purchase Orders.
- Arrange necessary logistics for rejected items to be back loaded to central warehouse or transit store.

With UAE driving license

REFERENCES

Abdul Jabbar

Team Leader Logistics

ADNOC Onshore

Phone: +97156 2293400

Ahmad Kassab

Warehouse Officer

ADNOC Onshore

Phone: +97150 5626400

Salem Al Shamsi

Warehouse Officer

ADNOC Onshore

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- Received and Inspect direct material procured by end-users.
- Processed GRN for DM and Stock materials.
- Prepare monthly KPI
- Ensure Lifting and handling of activities are performed in accordance with the HSE guide lines.



Purchasing Assistant/Logistics Coordinator

Orion International Fze., Dubai, United Arab Emirates

October 2008 – November 2010

- Prepare and evaluate import/export documents.
- Coordinate directly with the shipping lines, freight forwarders and agents for the freight cost and vessel schedules.
- Generates sales contracts and performa invoice for the client.
- Monitor cross trade shipment from South Africa, South America and Fareast.
- Procure materials for export to various destinations.
- Handles filing and documentation of close out transactions



Storekeeper

Dubai, United Arab Emirates (December 2006 – August 2008)

- Manage and updates cargo to be receive and dispatch.
- Prepares barcodes for incoming cargos.
- Performs daily inspection for safety and housekeeping.
- Supervise stuffing and de-stuffing of shipping containers.
- Maintains and files associated with storage, receipt & dispatch.
- Prepares the Delivery Tally Sheet, Invoices as well as the gate pass to be issued to the consignee/receiver.
- Report daily activities and transaction to Warehouse Supervisor.