CURRICULUM VITÆ



**Name: RAFIK HAMDI**

**Date of Birth: AUGUST 1, 1975**

**Nationality: ALGERIAN**

**STATUS: MARRIED**

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**Email:** rafik\_hamdi@hotmail.com

Academic Qualifications

**Degree: (DEUA)** BUSINESS Management

**Biskra University-ALGERIA 2000-2003**

Professional Training

* **Materials Control and Warehouse Management–1998-1999 (SONATRACH Management Academy)**
* **Certificate of success in Windows applications (Word/Excel/ Access/Outlook )**

Languages**: Spoken & Written**

**Arabic, English and French**

Career Development

**January 2021- TO Present**

**Function: Materials Supervisor**

**Employer: SH-PTTEP-CNOOC–Hassi Bir Rekaiz Project (HBR field) Algeria.**

**Key Responsibilities:**

* Manage and Lead a materials team (Materials Coordinator, Yard Supervisor...)
* Analyzes and updates the equipment inventory spreadsheet to ensure all equipment is ordered and delivered in a timely fashion in order to minimize freight cost and meet the drilling equipment requirements.
* Prepares the material requisitions for drilling equipment.
* Analyzes all field-raised requisitions to ensure items ordered are as per programmed drilling requirements and are properly approved.
* Maintains a register of all requisitions issued. Ensures orders are placed in a timely manner. Monitors and expedites equipment deliveries.
* Prepares the load out list for each well and physically checks the equipment prior to the material being sent to each location.
* Coordinates all shipments to rig sites, in conjunction with warehouse personnel, ensuring all paperwork is completed and equipment is properly receipted at the rig-site.
* Supervises materials men on each drilling rig to ensure that equipment is being inventoried properly and the paper work required is prepared accurately. Weekly field visits will be required.
* Liaise purchasing departments on the expediting and delivery

schedules of all purchase orders.

* Analyze drilling inventories at all locations to ensure optimum inventory balances are maintained.
* Prepare end of well reconciliation and all associated documentation for all wells in a timely manner**.**

**January 2015 – December 2020**

**Function: Warehouse Supervisor**

**Employer: SONATRACH-ANADARKO PETROLEUM – (El MerkOil field) Algeria**

**Key Responsibilities:**

* Manage and Lead a warehouse team responsible for the receipt, storage/warehousing, and issuing of materials and equipment
* Setting up the materials management and logistics management systems at site in-line with the reporting requirements and information needs as agreed with system
* Set up Warehouse racking and storage system in line with requirements and suitable to quantity/size of materials.
* Ensure stock levels are reviewed against long lead procurement of critical items
* Set up quarantine are for incorrectly supplied materials or materials that can’t be identified.
* Take an active role in recruiting and staff that may be required in the functioning of the warehouse.
* Develop a process and implement for performing reversals for returned equipment
* Performing monthly/annual stock audits and addressed the effectiveness of the arrangement in place
* Work closely with the planning team to ensure material items are available for routine preventative and annual planned maintenance
* Management of relevant certification and documentation
* Strong commitment to safety management tools and processes.(Toolbox,JSA, Risk Assessment)
* Maintain suitable records of correspondence and work completed for reference and auditing purposes.
* Produce and maintain warehouse control procedures

**January -2014 TO November - 2014**

 **Function: Snr.Materials Controller**
 **Employer: Weatherford Oil Tools Middle East Ltd. Zubair Oil Field –**

**Basra, IRAQ**

**Key Responsibilities**

* Review and check all materials as per requirement
* Check and monitor day-to-day progress of incoming and outgoing items
* Maintain minimum stock of fast moving and regular moving stocks
* Plan for unloading, storing and warehousing of materials
* Monitor and maintain the receipt stock, issue and balance of material on daily basis
* participate in the installation and commissioning of equipment
* Logistical support necessary for the movement of material required to and from the installation including delivery of materials to work site
* Participates in Construction Progress meetings
* Identify over short and damaged items and prepare reports
* Supplies planning department with updated information regarding materials availability to support the construction schedule
* Supervise arrangement and segregation of materials to different

 locations are stored safely and orderly

* Provide material accounting and report to management
* participate in the project as a handling specialist, integrating the HSE aspects
* Are responsible for all logistics and warehousing activities
* Monitor & Control of Site/Field material control interfaces

**August-2013 TO December-2013**

 **Function: Warehouse Supervisor**

#  **Employer: CNOOC Iraq Limited,** [**Maysan Oil**](http://www.cmitfod.com/wcmqs/MOC/) **Field (MOC), BazerkanOil Field, IRAQ**

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#  **Key Responsibilities**

* Establish system and procedure for warehouse
* Set up the structure and duty of warehouse team
* Submit purchase request for the materials list to use in warehouse
* Follow and help Iraqi team at daily work and to meet the goals and objectives of the department
* Assists manager in leading and developing the team
* Physical materials inventory
* Segregate and replacing different materials
* Identify the materials
* Cooperate with custom clearance team and other department positively and efficiently.
* Improve efficiency, accuracy, and effectiveness of the functions

**July -2011 To August -2013**

**Function: Materials Coordinator**

**Employer**: **PETROFAC-Emirates LLC - SONATRACH/ANADARKO** [El Merk Project](http://www.google.fr/url?sa=t&source=web&cd=1&ved=0CB4QFjAA&url=http%3A%2F%2Fwww.elmerk.com%2F&ei=wCAbTtftEIbesgbcgO3fDw&usg=AFQjCNGskLlgN0j5Q1piF3A9oxa17jIDGA) , Algeria

**Key Responsibilities**

* Expedite discrepancies upon request
* Deliver received materials
* Unloading trucks
* Detailed checking of material
* Matching of material to packing slips
* Matching of packing slips to purchase orders
* Tagging and identification of material
* Preparing receiving reports
* Investigating discrepancies
* Notifying end users of arrival of material
* Filing documents
* Manages information relevant to arrival of materials at site and their availability at the warehouse
* Posting of inventory receipts to computer
* Copying documents and distribution of documents to accounting
* Packaging items or material
* Arranging shipping
* Preparing bills of lading and freight way bills
* Loading trucks - Forwarding documentation to accounting

**January 2007 TO July-2011**

**Function: Warehouse Supervisor**

 **Employer**: **J V-SONATRACH/ANADARKO–HASSI BERKINE Oil Field, Algeria**

**Key Responsibilities**

* Controls stock levels of all used material on sites.
	+ Hand over required orders for restocks.
	+ Inform materiel manager when stock levels are low.
	+ Prepare reports for stock level.
	+ Undertake inventory of spare parts and supplies per database/goods in storage.
	+ Control and dispatch all laborers tasks and counsels staff and insure that employees are properly respect their safety duties.
	+ Control all storage area and ensure that the goods are stored properly in the aright place.
	+ Evaluates turnover rate of inventory stock and ensures that appropriate stock levels are maintained
	+ Prepares periodic reports and makes recommendations regarding warehouse- operating policies to the department head.
	+ Supervise a team of 10 people.
	+ Maintaining time sheet of contractors

**April -1999 TO December-2006**

**Function**: **Materials Controller**

**Employer**: **J V-SONATRACH/ANADARKO Petroleum, Algeria**

**Is J.V Sonatrach (National Oil & Gas Company) and Anadarko Petroleum**

**Key Responsibilities**

* Receive, verify, and unpack materials that come into the warehouse
* Label and stock materials in their designated place.
* Communicate to appropriate individuals when materials have arrived if needed.
* Help employees find materials
* Perform inventory.
* Charge out materials in system to appropriate wells

**Seminars/Training:**

* + **Warehouse and Materials Management**
	+ **DataStream MP2 Enterprise CMMS training**
	+ **Windows applications (Word / Excel / Access/Outlook )**
	+ **Datastream7I (MUSIS)Inventory and Warehouse Management System**
	+ **Discoverer +**
	+ **IADC Rig Pass (NABORS DRILLING INTERNATIONAL)**
	+ **Handling and Storage of Dangerous Goods (Supplied from AMCE Academy-Algeria) Expiration Date 2022**
	+ **Habilitation Chemical Hazards (Supplied from AMCE Academy-Algeria)Expiration Date 2022**
	+ **Empowerment of Risks related to the handling and storage of pressurized gas containers (Supplied from AMCE Academy-Algeria) Expiration Date 2022**
	+ **SharePoint**
* **HSE training “Health, Safety, Environment” & Safe Behavior training**
* **RISKS RELATED TO LIFTING OPERATIONS AND HANDLING WORK (IAP SONATRACH Management Academy)**
* **Heart Save-First Aid-CPR-AED (International SOS)**
* **Risks related to lifting operations and handling (SONATRACH Management Academy)**
* **Logistics and Supply Chain Management(SONATRACH Management Academy)**
* **HSE Leadership Training (DuPont Sustainable Solutions)**
* **IOSH / HAZOP Working Safely (S3D Health Safety Training School) 02-2020**

**Personal Details**

* Valid Passport Expiry: 12-2027

## Driving license: Yes

* + Forklift Driving license From EXPLORATION LOGISTIQUE–UK
	+ https://www.linkedin.com/in/rafik-hamdi-4824a72a/