

Dinesh Babu Muruganandam

+966-558426425

+91-7010409257

[dina2021babu@gmail.com](mailto:dina2021babu@gmail.com)

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## Warehouse Supervisor

A performance focused leader eager to offer broad scope of As on Warehouse Supervisor the Roll of Warehouse Coordinator on experience in Warehousing activities, Material knowledge in Oil and Gas, Structural, Electrical & Instrumentation valves, Piping Materials, Maintenance, Engineering and Construction as well as Pipelines

### Professional Synopsis

Saipem Snamprogetti ltd, Saudi Arabia

Sep2019 - Jan 2022

**PROJECT:** Hawiyah Gas Plant (HGP) Expansion Project & Marjan Increment Program ( PKG-10 )  
**Client :** Saudi Aramco  
**Contractor:** Saipem  
**Job of Nature:** **Warehouse Supervisor**

### Responsibilities as Warehouse Supervisor

- Participates Material Receiving and Issuing, Storage Proper Manner and do the Material Inspections and Located.
- Preparing MRR (Material Receiving Report) as per Client and Company Requirements.
- Preparing MRF (Material Request Form) as per need to work activities as per Company Requirements
- Preparation RFI rises to Saudi Aramco for inspection department for material receiving as per client specification and preparing report to submit High authority management.
- Monitors material status and prepare receiving report (MRR) critical material list and reports to Warehouse Manager for material receiving schedule.
- Co-ordinate Warehouse Manager for Technical Verification of Items and Associated documentation. Monthly basis arrangement of store physical stock inventory.
- Proper maintaining for materials receiving document of shipping documents, packing list PO, PR, Certificates of origin, Material test certificate, Mill certificate, Calibration certificate, MSDS, Bill of lading, airway bill and etc. Carry out initial checks on received materials for verification of items as per Purchase Order, Material Requisition or Site Material Request Document keep proper manor for hard copy and soft copy in the system.
- Maintaining RFI status and materials traceability we follow up the system.
- The delivery notes are duly signed by the respective sub-contractors' storekeepers and posted out from the central Project warehouse stock.
- To review/Preparation Audit onsite processes such as materials notify deviations from procedural requirements.
- Attend promptly to all equipment & Material defects and advise site management of the need for any dangerous equipment to be taken out of service until properly Inspected. Documents Review are rechecked and put into the files. If discrepancy occurs, they are to be sorted out, Stock taking to be arranged every end of the year.
- The delivery notes are duly signed by the respective sub-contractor's storekeepers and posted out from the central Project warehouse stock.
- Follow up the purchaser to receive enquiries, submitting quotation against them, follow up of quotation to receive purchase order. Forwarding the same to the store, to supply the materials within the stipulated period.
- Preparing invoice against the dispatch note & submitting invoice to the accounts department. Assisting material receiving activities between logistics to warehouse.
- Attend promptly to all equipment & Material defects and advise site management of
- The need for any dangerous equipment to be taken out of service until properly Inspected.
- To handle store hazardous materials in accordance with company QHSE procedures
- Maintaining Miscellaneous Service Report (MSE) for Equipment's and tools.
- To ensure that fixed assets, tools & equipment, and consumables are effectively controlled in accordance with company policies & procedures.
- Coordinate First Aid, Rescue, and emergency services in case of emergency.
- Coordinate with QHSE Dept, regarding with Environmental control and monitoring.
- After inspection & material received work done by lay down yard, make sure that
- Housekeeping is done on a regular basis.
- In charge of the Materials central warehouse, Receiving the new consignment Materials and making arrangements.

- To unload the consignment with the proper documents received by the consignee, once it is unloaded, segregate and inspect the materials as per the invoice and packing list, discrepancy report is given to the commercial department.
- Accomplishes warehouse human resource objectives by selecting orienting & disciplining employees.
- Maintains receiving, warehousing and distribution operations by initiating - Preservations, coordinating and enforcing program, operational and personnel policies & procedures.
- Controls inventory levels by conducting physical counts & reconciling with data storage system.
- Safeguards warehouse operation and contents by establishing and monitoring security procedures & protocols.
- Maintain material status and detail report using computer programs (MARIAN, CARP, PMIS, MS Excel, PPT, OFC)

#### Saipem Snamprogetti Ltd, Saudi Arabia

Apr 2017- June 2019

**PROJECT:** Integrated Gasification Combined Cycle  
**Client:** Saudi Aramco  
**Contractor:** Saipem  
**Sub-Contractor:** Nasser Al-Hajri Corporation  
**Job of Nature:** **E&I Material Specialist**

#### Responsibilities as E&I Material Specialist

- In charge of the Materials central warehouse, Receiving the new consignment Materials and making arrangements.
- To unload the consignment with the proper documents received by the consignee, once it is unloaded, segregate and inspect the materials as per the invoice and packing list, discrepancy report is given to the commercial department.
- Accomplishes warehouse human resource objectives by selecting orienting & disciplining employees.
- Maintains receiving, warehousing and distribution operations by initiating - Preservations, coordinating and enforcing program, operational and personnel policies & procedures.
- Controls inventory levels by conducting physical counts & reconciling with data storage system.
- Safeguards warehouse operation and contents by establishing and monitoring security procedures & protocols.
- Maintains receiving, warehousing and distribution operations by initiating - Preservations, coordinating and enforcing program, operational and personnel policies & procedures.
- Controls inventory levels by conducting physical counts & reconciling with data storage system.
- During **Planning**, involved to plan on work break down (**WBS**), activity list, resources availability and schedule. Made a Critical path method to achieve realistic **Milestone** targets and Baselines.
- **Monitoring and Controlling** baselines and Integrate change control for clearing out of electrical punch lists. Coordinated for system completion and prepare the base for substantial variation orders that made an impact over the budget.
- Maintain material status and detail report using computer programs

#### Gulf Automation System, Qatar

Nov 2015 - Jan 2017

**PROJECT:** Gas to Liquid Plant (Brown Field Project adding of new Transmitters)  
**Client:** OXY -GTL.  
**Contractor:** Technip  
**Sub-Contractor:** Gulf Automation System, Qatar  
**Job of Nature:** System Control Engineer

#### Responsibilities as System Control Engineer

- Had involved in the development of Project Manuals such as Project Application Specification (PAS) Preparation of Wiring drawings, System Loading, System and Marshalling Cabinets.
- Involved in detailed engineering, IO assignment, Tag list preparation, Bulk data generation for loops based on Instrument.
- Involved in System Configuration for I/A Series Distributed Control System. Integration and testing of logics in Triconex through Interfaces with DCS and other third-party systems like Mark VI (GE Oil and Gas).
- Preparation/Updating and Assisted in Instrument Index Preparation
- Preparation of As built documentation
- Involved in SAT, Dry out, Start-up and Commissioning activity
- Involved in onsite brown field project modifications at ORXY-GTL.
- Monitoring **Loop and Functional test** on various Instrument Transmitters, Limit switches, Control Valves, Motorized Valves operating through Digital and Analog Signals through Distributed Control System.

**Automation Synergy FZE, Dubai,**

Sep 2014- Oct 2015

**PROJECT:** GASCO - Integrated Gas Development  
Client: Abu Dhabi Gas Industries Ltd. (GASCO)  
Contractor: Hyundai Engineering & Construction  
Sub-Contractor: Automation Synergy FZE, Dubai  
Job of Nature: Project Engineer

#### **Responsibilities as Project Engineer**

- Project Engineer Integration of Power and Control Cabinets for ABB, Honeywell, Emerson and for oil and gas projects. To interact technically with customer, with due understanding of customer's process typically involving recipe schemes, equipment controls, interconnectivity with databases & report generation.
- Looking after control panel designing
- Accountable for analyzing P&ID and making IO list
- Handling preparation of control philosophy, conceptual communication architectures, control system architecture and review of P&IDs, PFDs
- PLC / SCADA design & development
- Developing panel wiring diagram and facilitating interconnection with the field instrument
- Preparation of project documents like FAT Document, FDS, Load Calculations, IO List, O&M Manuals, etc.
- Carrying out Factory and Site Acceptance Tests (FAT & SAT)
- Delivering system handling training courses for the client's engineers and operators involved in commissioning of Control Systems (PLC/SCADA/Field Instruments)
- To assist proposal team with inputs for the preparation of proposals for automation systems

**HONEYWELL AUTOMATION, Dubai**

May 2012- May 2014

**PROJECT:** GASCO- Sulphur Handling Terminal-2  
Client: Abu Dhabi Gas Industries Ltd. (GASCO)  
Contractor: Hyundai Engineering & Construction  
Sub-Contractor: RELIANCE INDUSTRIAL AUTOMATION, Dubai  
Job of Nature: Project Engineer

**PROJECT:** Borouge 3  
Client: Abu Dhabi Polymers Company Limited  
Contractor: Technimont  
Sub-Contractor: RELIANCE INDUSTRIAL AUTOMATION, Dubai  
Job of Nature: Project Engineer

#### **Responsibilities as Project Engineer**

- Involved in Pre-FAT and FAT/SAT Support for Polyolefins, LDPE and Utilities and Offsites projects
- Member of Hardware Inspection Team for DCS, SM and Marshalling Cabinets
- Supported Applications Team and System Engineers with system functionality checks
- Post-FAT Engineering support for DCS application
- Documentation Control and Change Order Management
- Built AUTOCAD drawings for all phases of the projects
- Team lead for Loop checks in Polymers Plant FAT and Pre-FAT, SAT
- Providing guidance for interns/trainees in the facility
- Providing Pre-FAT and FAT Support
- Member of Hardware Inspection Team for PLC and F&G Systems
- Supported Applications Team and System Engineers with system functionality checks
- Team lead for Loop checks in Stack Recamier and Ship Loader Areas
- Documentation Control and Management

**MELSS AUTOMATION LIMITED, Chennai**

[JULY 2010 - May 2012]

Job of Nature: Erection and Commissioning Project Engineer

#### **Responsibilities as Commissioning Project Engineer**

- Member of Erection and Commissioning Team for various projects

- Supervision of Commissioning Activities including Hardware and Software Checks and deal with transmitters from various brands
- Preparation of AutoCAD Layout drawings and Signal Cable & Power Cable routing and wiring drawings.
- Project: Asbestos Sheet manufacturing Plant Automation [Client: Ramco Industries Limited, Bihar]
- Project: Auto Batching System [Client: P K V Refractory Pvt Ltd, Karnataka.]
- Project: 240 MLD Water Treatment Plant Automation [Client: Nagpur Municipal Corporation.]
- Project: Hardware Material Tracking system [Client: Rane Braking Lining, Trichy]
- Project: Water Modeling System Automation [Client: Vesuvius India Limited.]
- Project: Gate Automation System [Client: Narmada water Resources.]

▪ **LUCAS TVS LTD, Pondicherry [ May 2009 - June 2010]**

Trainee

- Preventive and Breakdown Maintenance
- Worked with Hydraulic CNC

#### ACADEMIC CREDENTIALS

- Diploma in Electrical and Electronics Engineering at Thanjavur, Periyar centenary polytechnic college with 83.39% First Class- Honour's
- Completed Course on Refrigeration and Air Conditioning
- Completed Course on Printed Circuit Board (PCB) Design and Troubleshooting and Electrical Wiring and Testing

#### SOFTWARE SKILL SET

- Excellent skills in Windows
- Proficient in MS Office Applications
- Expert Level knowledge in AutoCAD Electrical
- Working Knowledge of Honeywell EPKS, Soft Master, Triconex
- Familiar with Allen Bradley PLC Software FTVIEW (Factory TALK View), RS Logix.

#### PERSONAL DETAILS

Date of Birth : 19.11.1990  
 Passport No : M9053858  
 Passport Validity : 29.04.2025  
 Father's Name : N.Muruganandam  
 Marital Status : Married  
 Address : No: 73/53, Fifteen mandapa street, Thiruvaiyaru, Thanjavur (DT)  
 Tamilnadu, India- 613204

#### Language Known

English (Fluent), Tamil (Native), Hindi and Malayalam (Intermediate)

#### Declaration

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

Place-

Date-