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SUB: APPLICATION FOR A POSITION IN YOUR ESTEEMED ORGANIZATION

In an endeavor to obtain a position that would enrich my professional career in line with my Experience, abilities and qualifications, I would like to submit my candidature in your esteemed organization. I believe it can provide accelerated value addition in terms of work exposure in return; I am confident of contributing significantly to the organization and I am looking forward to a challenging project.

Please find enclosed my Curriculum Vitae for your favorable consideration. Kindly consider My profile and give me an opportunity to be a part of your fine team.

Thank you for considering my application. I look forward for an opportunity to discuss this Position with you during the face to face / phone call interview period.

Sincerely,

Sakhawat Hussain

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A good level of self-motivation, capable and dedicated independent work, as well as in a team structure, and good interpersonal and communication skills. Quite capable to grasp and learn situations with an ability to work in high pressure environment with a schematic approach to problem solving given the time to analysis and execute, good customer service skills.

PROFILE:

- Well talented and experienced in inventory control, procurement and materials management professional with more than Twenty years of Pakistan as well as in Gulf experience with KCADEutag and with other Oil & Gas Drilling Contractors.
- Good knowledge of official procedures, procurement and store management.
- Excellent communication, interpersonal, man management and administration skills.
- Sincere, hardworking, committed and dedicated professional.
- Computer literate, well versed with MS Office, Customized and store related applications i.e. PC Kardex and SAP, Web Procurement System (IT Aps) KCAD Inventory Control System.

PROCUREMENT:

- Issuing purchase order for parts, materials and services falling to reorder level for Rig (s), as well as for office equipment and supplies.
- In charge for local and foreign procurement of Fixed Assets, Spares, Consumables and Material.

HIGHLIGHTS OF QUALIFICATION:

- Experienced and Dedicated Professional in recording and reporting.
- Highly organized and detail-oriented, flair for understanding procedures and logistics.
- Articulate, friendly and very effective working with people of different backgrounds and temperaments.
- Accurately record, remember and verbally communicate very detailed information.
- A problem solver who quickly grasps complex situations and turns them into manageable tasks.
- Provide quality work even when under extreme time pressure and deadlines.

- Proven ability to understand and follow complex instructions and successful Execution.

A. WORK HISTORY: FROM NOVEMBER 1995 TO SEPTEMBER 2020.

Oil and Gas Development Corporation:

(Currently OGDCL) **1995 - 1998**

Join Oil and Gas Development Corporation (currently **OGDCL**) as on November 1995, as a **STORE MAN**, due to downsizing in the Corporation left this job in December 1998.

Ocean Energy Ltd. (Offshore Oil and Gas Exploration)

“A subsidy of Formerly UMC Inc. Houston” **1999 - 2002**

Join Ocean Energy Pakistan Ltd. in January 1999, and performed my task as an **OFFICE ASSISTANT**, due to quit away of the Company from Pakistan again I could not continue my job further, so again left this Company in December 2002.

Oil & Gas Engineering Company (S. P. A):

2003 - 2008

Joined another Oil & Gas Engineering Company (SPA) w. e. f 17th May 2003 in the capacity of **STORE KEEPER** and left this Company (SPA) in May 2008.

KCADeutag Drilling (GmbH) International:

(2008 - 2020)

KCADeutag Drilling is the world's leading supplier of technology, integrated project management and information solutions to customers working in the oil and gas industry worldwide also provides the industry's widest range of products and services from exploration through production. KCAD in Pakistan working initially with three rigs, Currently, Two Rigs are working in Pakistan and many more in outside the world.

Joined KCADeutag Rig T-75 as a **Ware House Man** as on May, 22, 2008, later on promoted as a **Material & Logistic Coordinator (SCM)** in August 2014 at Base Office Islamabad & performed my obligations till September 2020 and released due to shut down of Rig Operation.

KCADeutag Rig T-202 Project:

KCAD Management Called to Dubai UAE Office and assigned special task for Rig T-202 for initially Startup from Stacking Mode to startup / Spud from OSC Yard Jabel Ali Free Zone to Sharjah with SNOG in the Roll of **Senior Purchaser / Buyer**, called back by Pakistani Management later upon the resumption of Rig Operation in Pakistan again.

➤ JOB PROFILE:

Worked as Warehouseman / Material man at KCADeutag Rig T-75 Pakistan:

- Recording of authorized receipt and issue of materials and general stock management.
- Maintaining input/output documentation/records, PC-card index system and stock status.
- Log all borrowed tools, equipment, instruments and material in and out, etc.
- Handling, Recording & Monitoring inventory, stock keeping records manually and computerized as well.

- **Working as Procurement & Sourcing Specialist in SCM:**
 - Receiving Requisitions from Rig Site through SAP Inventory Module.
 - Float inquiries and receive quotes.
 - Analyze the quotes and select the best one.
 - Issuing Purchase Orders through SAP Purchasing Module.
 - Chasing for the Materials till collection.
 - When received, arranging transport as per urgency and rig requirement.
 - Responsible for Contracts / Agreement with various vendors for Hoteling/ Rental Vehicles/ Generators etc.
 - Keeping a track record for Contracts.
 - Visit for inventory Audit every year at Rigs.
 - Working with Rig Superintendent in Budgeting for CAPEX (Capital Assets).
 - Arrangements of BOPs, Draw-Works Motors, Engines, and Panel Boxes etc. for overhauling to certified workshops.

JOB PROFILE:

- **Worked on below positions:**
 - Store Executive.
 - Logistic Executive.
 - Admin coordinator.
 - Assistant Purchaser.
 - Purchase Coordinator.
 - Rig Clerk / Secretary.
- **Procurement Executive:**
 - Receiving Inquiries from the rig(s).
 - Sending inquiries to suppliers / vendors.
 - Comparison of Prices and Delivery.
 - Maintaining records of Suppliers.
 - Checking of Deliveries and coordinating with store to maintain stock inventory level.
 - Routine Checking of Stocks in Stores.
 - Ordering of materials as per material requisition from respective department heads.
 - To raise purchase order and generate Goods Receipt Notes.
 - Taking care of inquiries from customer.
 - Procuring Materials.
 - Supplying Material to the final destination.
 - Invoicing of finished jobs and chasing for the receivables.

SAP Courses:

Complete the SAP Courses / Trainings Conducted by the KCAD at Base Office Islamabad as well as in Regional Office UAE.

Short Courses/Seminars Attended (By KCAD) On-Line Training

- Leadership Essentials
- Competition Law Awareness

- Basic First Aid Level 1, Fatigue Management Level 1
- Anti-Bribery Competency
- Procurement and Creative Negotiations (Introduction & Level 2)
- Defensive Driving Course
- Rigging & Sliding
- Fire Fighting (Awareness Level)
- Basic First Aid Training

EDUCATIONAL QUALIFICATION:

Bachelor in Commerce from University of the Punjab, Lahore

Intermediate in Humanities from Board of Intermediate & Secondary education, Rawalpindi.

Matriculation in Science from Board of Intermediate & Secondary education, Rawalpindi.

COMPUTER QUALIFICATION:

Complete "Advance Diploma in Computer Sciences" under the "IT" environment.

Certificate in Computer Applications:

MS EXCEL

MS WORD

MS OUTLOOK

MS ACCESS

MS POWERPOINT

LANGUAGES KNOWN:

English: Read, Write, and Speak

Urdu: Read, Write and Speak

PERSONAL DETAIL:

Nationality: Pakistani

Date of Birth: 10 April 1973

Marital Status: Married

ADDRESS:

Present: House # 20, Street #19, Sector G-13/3 Islamabad, Pakistan.

Permanent Address: Village & P.O. Khaur City, Mohalla Kassi, Tehsil: Pindi Gheb Distt:

Attock PAKISTAN.

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Passport No: GY-6898573 (valid till 2028)

National IC # 37406-1551857-7 (valid till 06-Oct-2028)

Driving License: Pakistan (LTV) valid

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Email-2: sakhawat.hussain32@gmail.com

Reference:

Mr. Adil M. Khan

(Country Manager KCADEUTAG Drilling International GmbH Pakistan Branch)

Adil.Khan@kcadeutag.com

Main Tasks & Job Functions:

(Warehouse Supervisor/Supply Chain & Logistic Coordinator)

Material Management:

- To Supervise the Warehouse
- Pre-inspection of materials or packing condition before offloading at the Work site, Handling & transport conditions of those material.
- Reception at work site, storage and warehousing conformance
- Witness the crates and box opening, in presence of vendors where required
- Review and record of relevant documentation conformance: notification of delivery, mill certificates, quality release, MRR ...
- Review and follow-up of transit damage reports such as MDR
- Traceability management, and transfer of marking where required
- Preservation and maintenance requirements follow-up (tracking)
- Supervision of the implementation of the procedure of material issuance
- Spare-parts and special tools follow-up (tracking register)
- Surplus and scrap material follow-up (tracking)
- Plan layout and storage of material in covered Warehouse and designated laydown areas
- Ensure that storage equipment and material handling requirements are adequately maintained to meet the volume of material receipts
- Annual Physical Stock Count & Inventory
- Control Daily Stock Inventory
- Administration and Control of Manifests, Delivery Notes, and Goods Received Notes.
- Update & Maintain Material System, Purchasing System, and Stock SAP Inventory System.
- Reports to be prepare Such as
(Stock & Inventory Level, Daily Stock Report, Pricing information, SAP Transaction Files, Rig Stock & Inventory Level)

Administration:

- Administration of Store Section also Supervision Induction of Temporary Manpower
- Maintain Rig Crew Attendance / Time Sheets.
- Overtime, Petty Cash Vouchers & other Payments
- Condition Monitoring of Office Equipment
- Equipment Maintenance and Purchasing of Office Accessories (Stationery, Computer accessories, etc.)
- Security Arrangement at Gate & Office Area
- Involvement in Protocol Duty
- Journey Management & Arrange the Vehicles from Base to Site and Vice Versa

Maintenance and Transport:

- ✓ Maintenance Report of Rig Cranes, Forklift, Ken worth Truck etc.
- ✓ Vehicles Maintenance
- ✓ Routine Equipment Monitoring
- ✓ Annual Preventive maintenance plan

- ✓ Liaison with forwarders and transporters for incoming Material

Procurement:

- To Obtain the Quotes from Local / International Vendors as per created STR's in SAP by the Rig.
- Creation of PO's after the evaluation of received Quotes.
- Coordination / Discussion with the Rig about the Quantity of requested material in STR, if already shown in SAP as a Rig Stock.
- Creation of STR & PO Report on Weekly Basis.
- Distribution of STR / PO report with DS, TP, MECH, ELECT, HSE & MM.
- Arrange the Collection of Material by the Freight Forwarder once ready for Collection from the PO allotted Vendors in their relevant Country especially from Critical Vendors like NOV UAE / UK, Hydrill GE, Woodhouse UAE, Adghal Oilfield UAE, B. Hansen INC USA, Bentec, Holland Stores, K. Heinz Moelle GmbH (Germany).

Supply Chain Coordinator:

- Knowledge of coordinating all of the entities involved in a supply chain.
- Knowledge of managing returns and rejections professionally & promptly with suppliers.
- Experience in the strategic planning and transportation of products.
- Experience of liaising with forwarders and overseas companies to arrange collections.
- Able to negotiating rates with local contractors and international companies/Vendors.
- Planning of procurement, production, inventory control, logistics and distribution.
- Monitoring data management to keep accurate product, contract, pricing and invoicing information.
- Working closely with suppliers and customers to improve operations and reduce cost.
- Ensuring the personal safety and safe working environment of staff.
- Communicating needs & objectives to managers & key personnel in procurement, logistics.
- Negotiating contracts to reduce costs and achieve maximum efficiency.
- Providing accurate routing information to ensure that delivery times and locations are coordinated.
- Accurately calculating total supply chain costs in relation to proposed new projects.
- Obtaining quotes for transportation and making cost comparisons.