

CURRICULUM VITAE

AlMssarir, Mohammed Salman

Material Coordinator

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SUMMARY

Experienced Material Coordinator/Specialist, Warehouse Inventory controller, with 7+ years of outstanding performance and rich experience within Oil & Gas Chemical. Skilled with sound knowledge of various disciplines such as Procurement Plan, Cost Control, Supplier Evaluations, Material controlling, Material coordinating, Warehouse management. Able to work well as an individual and as part of a team. Organizing, decision making, coordination and time management skills.

CAREER OBJECTIVE

To obtain a challenging and exciting Position with leading organization, that utilizes my experience and to build a career with committed and dedicated people. A talented individual, hardworking and have a passion to excel in career.

SKILLS & EXPERTISE

- Speaking English fluently with excellent writing & oral skills.
- Procurement of Materials from Local & International Vendors.
- Excellent knowledge of material.
- Experienced in dealing with General Service Providers for project sites.
- Materials cataloguing, managing SPIR documentation & record.
- Materials marshalling, assess Load-in, Handlings and Storage procedures by Contractor, in cooperation with the QC Department.
- Excellent experience in managing organizations and the ability to adapt to a diversified work environment.
- Strong operational skills in dealing with different software & database applications (SAP ERP MATERIAL MANAGEMENT).
- Professional work attitude, strong research abilities & persistence. A confident and highly distinguished performance.
- Positive attitude, team building spirit and passionate for continuous learning together with the team. Resourceful, independent, fast learner and self-motivated.
- Motivated and interested to learn new technologies.

EXPERIENCE

SADARA Chemical Company | Al-Jubail - Saudi Arabia

2015 – Current

Key Responsibilities as a Materials Coordinator

- Arranging Materials for Chemical plants using agreement through street buying, ordering through procurement department, VMI (Vendor Maintained Inventory) agreements.
- Returning all excess spares to Warehouse for future use.
- Hand over the Scrape Material to Warehouse.
- Searching of spare parts in company's stock and providing to end user by using reservation procedures.
- Involved in Cataloging/ creating material numbers for C&SU, Capital & operational Spare Parts.
- Maintaining proper record of Spares received from Vendor or EPC.
- Following up delivery of materials using Trade Compliance channel or sometimes by myself.

- Liaise with personnel to ensure delivery and technical requirements are met.
- Providing accurate routing information to ensure that delivery times and locations are coordinated.
- Full command in SAP for processing PR, material search, work orders management.
- Coordinate with construction concerning advance material requirements and set up ETA's (Estimated Time of Arrival) to avoid delays on material deliveries.
- Support technical clarification in RfQ phase, compare and negotiate quotes with sourcing team.
- Marshalling of material according to approved standards by using authorized Marshaller.
- Providing General services to site by using agreement with authorized contractors.
- Responsible for the systematic control of all spare parts, consumables and tools at the plant, including the material received, issued, requisitioned and item sent from the unit.
- Implement procurement strategy and policies, forecast stock needs.
- Processing Purchase requisitions to procure consumables and spare parts for whole envelope from local & International vendors.
- Make sure that all materials are properly handled, stored and inventory performed.
- Provide a professional sourcing conduit between end users to ensure material is available when required.

EDUCATION

- Apprenticeship program - Mechanical (2 Years)
NITI (National Industrial Training Institute)
- Individual Development Plan:
Saudi Electronic University
Bachelor's In business administration
Expected May of 2027

IT QUALIFICATIONS:

- Microsoft Office (97 to Xp2007).
 - Microsoft Word
 - Microsoft Excel (Excellent Skills)
 - Microsoft PowerPoint
- Internet, web browsing and Email feedback.
- Worked with **SAP ERP System** (5 Years' Experience).
- Windows and software Installations.
 - All Microsoft based software and web-based software using and installation.