

MUHAMMAD SHAHBAN

Material Controller
Material Coordinator
Warehouse Man

Contact



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Saudi Arabia – KSA

Summary

An Engineering Enthusiast,
Result Oriented Materials
Coordinator/Controller

Professionally Qualified
Associate Mechanical
Engineer with 7+ Years of
Excellent Expertise in
Material Coordination &
Control in Domestic and
International Markets

Skilled Personnel and Hands
on Experience in Materials
Planning & Management,
Inventory Control &
Management, Order
Management, Audit &
Inspection of Materials and
Technical Documentation &
Database Management

Looking forward for
Lead/Senior Team lead
Materials Controller &

Work History

Gulf Consolidated Contractors Company (GCC), Saudi Arabia **Material Controller** (May 2021 – Present)

Key Responsibilities:

- Handling Saudi Aramco supplied material for onshore maintain potential projects (OMPP) in Eastern Region (GAS, OIL & WATER).
- Coordinating and communicating with Saudi Aramco project management team (SAPMT) for the status of Saudi Aramco material of each project.
- Scheduling for material collection from Saudi Aramco warehouses.
- Update and verifying material reconciliation sheet (MRS) on daily basis and sharing updated records with concerned departments.
- Preparing weekly status/collection report of all projects to submit to GCC-OMPP Management and SAPMT.
- Coordinating and communicating with other related functional departments such as Mach, E&I, OHPL & CP engineering regarding materials requirements.
- Processing the required documents to request for additional material (FMR), transfer materials (SA-1895) and return excess/scrap materials (SA-985/SA-112).
- Executing transactions in the computer system which included location, receiving and the issuing of material.

Hilong Oil Service & Engineering Pvt Ltd, Pakistan **Rig Material Coordinator** (1 April 2016 – 8 May 2021)

Key Responsibilities:

- Maintain updated records of materials consumed on rig.
- Enter the well wise material consumption in SAP.
- Inventory control of company material on the rig.
- Ensures integrity and safety of equipment and maintain updated records
- Maintain records of normal and special wastes send to shore for disposal.
- Inventory variance report, entry of well material consumption in SAP
- Track and update record of material movement to and from the rig.
- Maintain inventory records of critical spares. Issue critical spares to approved work orders. Reconcile and report variance.
- Maintain inventory/consumption of items supplied by the rig contractor
- Maintain in-process inventory at work centres by delivering and opening materials and supplies
- Document materials and supplies disposition by recording units delivered and location of units
- Conduct inspection of critical spare part material, develop weekly inspection report.
- Develop monthly reports about consumption and received material, send reports to top management rig manager and head-office logistics department
- Successfully conducted the 6 months and Yearly Third party material Audit
- Prepare every month's material demand-purchasing list and forward it to procurement Department.
- Processing the required documents on SAP transection
Execute the MIGO Transaction.
GRN Goods Received Note
MRR Material Receiving Report
Movement Type 103&105
Movement Type 313&315
- Prepare, Develop and Control the all documents related to material including GDN, Goods Dispatched Note and Gate pass, MIV Material Issue Voucher, Certification of the New Material tools etc.

Coordinator or Warehouse
Man

Interpersonal

Effective Communication
Reading Comprehension
Email Communication
Technical Writing
Active Listening
Active Learning
Time Management
Critical Thinking
Problem Solving
Planning & Scheduling
Monitoring
Coordinating
Negotiation

Professional

Order Management
Inventory Management
Inventory Control
Pricing Review
Data Recording
Database Management
Material Examination &
Verification
Audit & Inspection
Materials Documentation

Technical

MS office
(Word, Excel, PowerPoint)
SAP
AMOS
ORACLE

Hobbies

Book Reading
Playing Cricket
Watching Learning Videos

Other Info

Father's Name: M. Usman
D.O.B: 5th Nov 1992
N.I.C No: 45101-9818125-5
Passport No: ZK 5141252
Nationality: Pakistani
Religion: Islam
Marital Status: Single
Languages: English, Urdu,
Hindi, Sindhi

References

Available upon request

Novi Gas Group, Karachi, Pakistan Field Coordinator

(Aug 2020 - Jan
2021)

Key Responsibilities:

- Managed the schedule and progress database used for keeping status of project execution
- Reported and monitored progress of the work for the assigned cell sites
- Coordinated communications and action requirements with General Contractors, Suppliers, Service Providers and Site Acquisition
- Supported the Construction process as required via assistance in preparation of materials requisitions/specifications and other related activities
- Coordinated assigned work with other technical personnel as needed to support the construction team's workload
- Ensured compliance with safety regulations, this includes inspecting protective work gear and other equipment used by field workers, coordinating safety training, performing accident investigations, and compiling safety reports.

Career Time Line

- Material Coordinator - FFC Fauji Fertilizer Company Limited Mirpur Mathelo Sindh (8-Aug 2015 to 03-Jan 2016)
- Material Coordinator in 05 May 2015 to 28 May 2015 Train 2, annual Turnaround at Qatar Gas Company in Qatar.
- Material Coordinator in 18 April to 05 May 2015 annual Turnaround at Qatar Petroleum in Qatar.
- Material Coordinator in 10 Feb 2015 to 12 April 2015 Train 4, annual Turnaround at Qatar Gas Company in Qatar.
- Material Coordinator in Jan 2015 annual Turnaround at Qatar Chemical company in Qatar. (09 Jan 2015 - 1 Feb 2015)
- Material Coordinator in Jan 2014 to Nov 2014 with Sazo International at Engro Chemicals Limited, Daharki

Area of Expertise

- Coordinating Materials
- Order Management
- Evaluation of Proposals
- Inventory Control
- Inventory Re-stocking
- Transporting Materials
- Shipment Coordination
- Overseeing Deliveries
- Examining & Verifying Materials

Professional Trainings

- H2S Safety Course
- Fire Fighting Course
- Pinch Points Awareness (Finger Injury Prevention)
- Chemical Hazard Awareness
- Medical First Aid
- Basic Fire Fighting & Rescue
- Stop for Safety Observation Program
- COW
- Drop Object
- Permit To Work
- SOC (Safety Observation Conversation)

Qualifications

- **Diploma of Associate Engineer – DAE Mechanical** (2018)
Sindh Board of Technical Education Karachi Pakistan
- **Intermediate – FSC** (2010)
Board of Intermediate Education Karachi, Pakistan
- **CIT - Computer Information Technology** (2009)
Karachi, Pakistan
- **Matriculation** (2008)
Board of Secondary Education, Karachi, Pakistan