

CURRICULUM VITAE

HASSAN MAHMUD

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Career Objective

Seeking a challenging environment and assignment where my knowledge and experience can be utilized to improved performance, skills and profitability of the company. Ability to work in pressure environment with deadline.

Work Experience (Total 7 Years)

Contractor Company: SANKYU SAUDI ARABIA

Company: Saudi Aramco Total Refining and Petrochemical company (SATORP).

Position: Warehouse Technician

Duration: 20 July 2020 to On Going

Project:Main Warehouse

Location: Jubail Industrial City, KSA.

Job Description:

- **SAP ERP & SAP EWM Issue posting, create PR, Check material movement, Work Order,Reservition,inbound,outbound ETC**
- Received materials by Air, Read and Cargo ship as per packing list, Bill of lading details, and type of containers.
- Collaborate with various departments to manage efficient flow of all materials.
- Prepare an efficient shipping schedule and evaluate all production schedules and determine all required materials and ensure availability of all materials.
- Coordinate with departments to ensure efficient movement of all materials and evaluate all materials sent to production department.

- Prepare reports for all materials and manage transportation of materials from one department to another and prepare all production records on computerized system.
- Coordinate with all department managers to ensure accountability for all materials.
- Maintain all sensitive data information and prepare appropriate project schedule.
- Maintain all information for status of materials on weekly basis.
- Responsible for inspection of delivered materials shall be a priority and to be finished within the priority condition.
- Deliveries rejected due to damaged, shortage during quality inspection, shall be accompanied by “Overage Shortage & Damage Report” known as OSD Report.
- Maintain proper filling of records such as hard copy as well as electronic copy for an easy access of files.
- To coordinate with procurement, vender and end user, material as per procurement procedure and warehouse procedure with SAP.
- Preparation, implementation and updating of material in daily basic.
- Manage and supervise the orientation, safety toolbox and housekeeping.
- Maintaining and updating Material out going and receiving Statistics in daily basic.
- Maintaining and updating Material out going and receiving Statistics in daily basic & keep it proper record of issuing and receiving Materials.
- To follow up the material with vendor in order to insure the delivery of the material on time.
- Maintains adequate levels of inventory stock reviews receiving records, maintains receiving records on file until invoice is received.
- Maintain housekeeping on all areas at Warehouse especially Material Storage. Having responsibility to make purchase orders as per the bill of material or as per the site requirement.

Contractor Company: Almajdouie MDR

Company: SADARA Chemical Company.

Position: Material Coordinator

Duration: 07th Jan 2019 to 16 JUL 2020

Project: MRO

Location: Jubail Industrial City, KSA.

Job Description:

- **SAP ERP & SAP EWM Issue posting, create PR, Check material movement, Work Order,Reservition,inbound,outbound ETC**
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- Received materials by Air, Road and Cargo ship as per packing list, Bill of lading details, and type of containers.
- Collaborate with various departments to manage efficient flow of all materials.
- Prepare an efficient shipping schedule and evaluate all production schedules and determine all required materials and ensure availability of all materials.
- Coordinate with departments to ensure efficient movement of all materials and evaluate all materials sent to production department.
- Prepare reports for all materials and manage transportation of materials from one department to another and prepare all production records on computerized system.
- Coordinate with all department managers to ensure accountability for all materials.
- Maintain all sensitive data information and prepare appropriate project schedule.
- Maintain all information for status of materials on weekly basis.
- Responsible for inspection of delivered materials shall be a priority and to be finished within the priority condition.
- Deliveries rejected due to damaged, shortage during quality inspection, shall be accompanied by “Overage Shortage & Damage Report” known as OSD Report.
- Maintain proper filling of records such as hard copy as well as electronic copy for an easy access of files.
- To coordinate with procurement, vendor and end user, material as per procurement procedure and warehouse procedure with SAP.
- Preparation, implementation and updating of material in daily basic.
- Manage and supervise the orientation, safety toolbox and housekeeping.
- Maintaining and updating Material out going and receiving Statistics in daily basic.
- Maintaining and updating Material out going and receiving Statistics in daily basic & keep it proper record of issuing and receiving Materials.
- To follow up the material with vendor in order to insure the delivery of the material on time.
- Maintains adequate levels of inventory stock reviews receiving records, maintains receiving records on file until invoice is received.
- Maintain housekeeping on all areas at Warehouse especially Material Storage. Having responsibility to make purchase orders as per the bill of material or as per the site requirement.

Company: Daelim Saudi Arabia Co.Ltd.

Position: Material Coordinator

Duration: 07th Jan 2018 to 27 Sep 2018

Project: KEMYA SBR Project

Location: Jubail Industrial City, KSA.

Job Description:

- Received materials by Air, Road and Cargo ship as per packing list, Bill of lading details, and type of containers.
- Maintain Proper details of SOC (Shipper Own Containers) containers, COC containers and after offload of materials from inside of Containers properly return without delay and damages.
- Prepare required documents and drawings and maintain all files for material delivery sites and prepare efficient work schedule directly reports to Field Material Manager for any unusual and material nonconformance.
- Material Received Report (MRR) is made on the basis of delivery note and packing list.OSID report is made if incase OSID material found and forward same to concern discipline and supplier. Maintaining computerized Inventory in FMCS Software System.
- Raising corrective action for all non-conformances. Cycle counts on Inventory including the resolution of count discrepancies, Surplus declaration and disposal.
- To ensure the storage and handling of any hazardous materials in accordance with Company policy, manufacturers' recommendations and local legislation.
- To produce timely reports on the inventory and usage of Pipes/Fittings/Consumables & spares.
- To follow up the material with vendor in order to insure the delivery of the material on time.
- To conduct periodic reviews of stock levels and make recommendations for changes.
- To advise Construction Engineer and Supply Chain of any issues related to materials management which could merit their attention.
- Ensure satisfactory storage to prevent damage or deterioration pending use.
- Ensure vulnerable items are stored under cover.
- Ensure open storage areas are reasonably flat, well drained, capable of supporting stored items and accessible to material handling equipment.
- Ensure all materials are stored off the ground by supporting timbers, or other suitable bearers.
- Material Standard (ASTM, API, ANSI & ASME) implement the new project Material.
- To assist other departments in meeting their goals and objectives as directed.
- Being as a main contractor, all subcontractors are handled properly for both receiving and issuing of materials with proper approved Material Release Sheet.
- Give instructions and awareness to worker for safety for self, environment and material.
- Maintain good housekeeping for safe work condition.

Company: Energypac Power Generation Ltd.

Position: Material Coordinator

Duration: 12th July 2015 to 27 Oct 2017

Project: 6 MW Diesel Power Project at KEPZ, Chittagong.

Location: Chittagong, Dhaka, Bangladesh.

Job Description:

- Collaborate with various departments to manage efficient flow of all materials.
- Prepare an efficient shipping schedule and evaluate all production schedules and determine all required materials and ensure availability of all materials.
- Coordinate with departments to ensure efficient movement of all materials and evaluate all materials sent to production department.
- Prepare reports for all materials and manage transportation of materials from one department to another and prepare all production records on computerized system.
- Coordinate with all department managers to ensure accountability for all materials.
- Maintain all sensitive data information and prepare appropriate project schedule.
- Maintain all information for status of materials on weekly basis.
- Responsible for inspection of delivered materials shall be a priority and to be finished within the priority condition.
- Deliveries rejected due to damaged, shortage during quality inspection, shall be accompanied by “Overage Shortage & Damage Report” known as OSD Report.
- Responsible in inventory taking. Shall see to it that stock in /out information table are closed daily.
- Maintain proper filling of records such as hard copy as well as electronic copy for an easy access of files.
- To coordinate with procurement, vender and end user, material as per procurement procedure and warehouse procedure with SAP.

- Preparation, implementation and updating of material in daily basic.
- Manage and supervise the orientation, safety toolbox and housekeeping.
- Maintaining and updating Material out going and receiving Statistics in daily basic.
- Maintaining and updating Material out going and receiving Statistics in daily basic & keep it proper record of issuing and receiving Materials.
- Collection of material and equipment’s from Main Contractor/Owner and shifting to store, warehouse as well as site.
- To follow up the material with vendor in order to insure the delivery of the material on time.
- Maintains adequate levels of inventory stock reviews receiving records, maintains receiving records on file until invoice is received.

- Maintain housekeeping on all areas at Warehouse especially Material Storage. Having responsibility to make purchase orders as per the bill of material or as per the site requirement.

Qualification Summary:

EXAM / DEGREE	YEAR	UNIVERSITY/BOARD
Higher Secondary Certificate	2015	Solimullah Degree.College.Wari,Dhaka
School Secondary Certificate	2013	Bhagyakul H.L. High School

Computer Skills:

- Experience in MS-Word, Excel, Power Point and PDF.
- Experience in Outlook, Internet, Asset Management.

Personal Information:

Date of Birth : 12 Oct 1994

Age : 29

Marital Status : Married

Gender : Male

Nationality : Bangladeshi

Passport No : BQ 0668579

Date of Issue : 24 Oct 2017

Date of Expiry : 23 Oct 2027

Language Known : English, Bangla, Arabic, Hindi

Permanent Address: Vill: Balasur , Post : Bhagyakul , P.S: Sreenagar,

Dist: Munshigonj,Dhaka,Bangladesh.

Declaration:

I certify that the information furnished above is correct and complete to the best of my knowledge and belief.

Place :

Hassan Mahmud