

HAIDER AHMAD ABDULLAH AL-MOWAIL



POSITION APPLIED: WAREHOUSEMAN

PERSONAL INFORMATION:

Full name: Haider Ahmad Abdullah Al-Mowail

Nationality: Saudi

Marital Status: Married

Date Of Birth: October 18, 1986

Age: 36 years old

Address: Al-Hasa P.O box 5687

Mobile number: +966 56 966 6367

Email: haider.almowail@arabdrill.com
ai0388@hotmail.com

CAREER OBJECTIVES:

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge and help the company to achieve their goals.

EDUCATIONAL ATTAINMENT:

Diploma in mechanics from Secondary Industrial Institute

Graduation date: 1425H, Grade and GPA. 77.99% out of 100%

SPECIAL SKILLS AND EXPERTISE:

- 🚧 **SAP system**
- 🚧 Advance user of MS office and windows applications. Can type 50 wpm.
- 🚧 Proficient in installation of various windows programs.
- 🚧 Basic computer trouble shooting.
- 🚧 Can speak and write Arabic and English.

WORK EXPERIENCE:

Rig Storekeeper

March 27, 2013, up to present.

Duties and Responsibilities:

- Initiate requisition orders as per rig requirements and follow on PR's and PO's.
- Received material n warehouse stock as per ADC standard policies and procedures, monitoring open TR/TO's and its confirmation
- Maintain warehouse filling system.
- Follow up with assets retirement document.
- Control the Journey management process. Prepare all E-journeys from all movement on rig.
- Follow up with services provide on rig site and receive services in rig, issue SES related to those orders.
- Receive transfer materials and close all related STO.
- Issue materials (frequency on rig & against PM orders)
- Track monthly budget related to ordering non-stock material, Goods issue (Non WBS), and monthly SES spends.
- Identify excess inventory and its onward physical movement to Dharan warehouse after management approval.
- Check excess stock of the other rigs to arrange for STO/ETO before submitting PRs.
- Maintain daily SAP transactions, like goods reception, Issue out, closing ETO, STO.
- Track rejected PRs and make sure to share the reason to requesters.
- Initiate PIR(Procurement Incident Report) and material returns to Dharan base.
- Observe stock to order or to minimize the stock value and that we should be always alert.
- Prepare special MR's or equipment for rig move, assist all department and follow up the required materials, spud, in requirement always need more time and attention.
- Participate in safety activities (i.e., Stop cards, OI's in quest)
- Charge back, warranty, repair and return items – PR follow up.
- Perform inventory cycle count generated from SAP and report closure to rig manager supply chain leader.
- Perform and facilitate annual inventory count and participate with count committee from finance and operations.
- Fulfil the PR quality as per ADC standard.
- Follow up material process and understanding.
- Maintain inventory control system.
- Maintain logs and registers as per ADC standard and policy.
- Submit monthly reports of warehouse transactions.
- Submit periodic report of inventory.
- Complete transaction documents.
- Communicate and coordinate with all relative department.

Dispatcher

December 5, 2007, to December 2, 2013.

Aramco Tool House unit dispatch under HMOOD ALHAMAAD Trading Co. contractor

Brief nature of business: Saudi Aramco dispatchers’ received material request from the rigs. Rig sending their requests through DRSS in SAP system and the dispatcher will process the requests.

TRAINING AND CERTIFICATIONS

Arabian Drilling Company
P.O Box 4110, Al Khobar 31952, K.S.A

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|  SAP warehouse management (advance user) |  Respiratory Protection Program |
|  H2S |  Asbestos Awareness |
|  Fire Safety Training |  Rig Orientation |
|  Drops Awareness |  Spill Prevention Program |
|  Hazardous Communication Training |  First Aid CPR |
|  Hazard Recognition Program (STOP) |  Environmental Awareness |
|  Manual Handling |  Code Of Conduct |
|  Hazard Identification | |
|  Mechanical Lifting | |
|  Pressure awareness | |
|  Personal Protective Equipment | |
|  Schlumberger Injury Prevention Program | |

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

HAIDER ALMOWAIL
Applicant’s Signature