

VINCENT DASAN

 dasanvincent@yahoo.com  Qatar Mobile: [+974 39969928](tel:+97439969928)  India Mobile: [+91 9020906067](tel:+919020906067)

 : Qatar Driving License



PROFILE

I would like to work in a challenging environment where I can contribute my skills and experience to the growth of the company, while I learn and enhance my knowledge continuously.

PROFESSIONAL EXPERIENCE

Storekeeper Qatar Energy LNG-North Main Warehouse (Contractor-PSL)	Ras Laffan, Qatar 24 Aug 2022- Till
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Storekeeper-Material Control Lamprell Energy Ltd	Sharjah, UAE 04 April 2021-17 Aug 2022
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Stores Executive Al Tasnim Enterprises LLC	PDO, Sultanate of Oman 20 Jan 2018-10 Mar 2021
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EDUCATION

- Bachelor of Business Administration

ADDITIONAL CERTIFICATION

- Certified Logistics and Supply Chain Management Professional (CISCP) from IPSCMI- USA Certification ID: CISCP2210937110
- SAP - WM and MM Module Certified

SAFETY TRAINING's

- TBOSIET & H2S (OPITO APPROVED)
- Permit to Work -PTW (Qatar Energy LNG Approved)
- HUET (M) & (A), TEMPSC (M) & (A), FIRST AID (A) & CPR, SEA SURVIVAL WATER (M) & (A).

PROFESSIONAL EXPERIENCE SUMMARY

- Coordinate effectively with stakeholders: Procurement, QC, Expediting, Engineering, Construction, Logistics, End-user and Customs teams.
- Receive and inspect all incoming materials as per Purchase Order and verify against certifications (MTC, PTC, FFF, COO, COC, TDS, MSDS, Catalogues, ABS).
- Verify all deliveries match with PO, delivery note, and agreed quantity.
- Maintain updated MSDS documentation and ensure proper segregation of DG and hazardous goods.
- Ensure proper labeling, traceability, and storage of items (e.g., Pipe ID, Plate ID, rack/bin allocation).
- Handle daily operations for receiving, binning, logistics, issuing and transferring goods within the warehouse.
- Maintain cleanliness and organization of storage areas and ensure operational safety compliance.
- Manage OEM spare parts, equipment, chemicals, catalysts and Assets & tools with proper preservation standards.
- Troubleshoot vendor delivery issues and follow up on returns and documentation.
- Supervise offloading/loading, handling and storage of hazardous materials by HSE guidelines.
- Conduct physical stock verifications and audits (daily, cycle counts, monthly).
- Perform GRN, GIN/MIS, MRN, MIV, Rejection Note all warehouse transactions entries in SAP.
- Ensure requisition forms are signed, logged, and matched with issued quantities.
- Follow up on afterhours requests and ensure compliance with internal controls.
- Maintain inventory levels, reorder points, and lead time analysis across all project sites.
- Process material requests: Stock Reservations, Direct Material Requisitions (DMRs), and MDG requests.
- Raise and manage Stock Transfer Orders (STOs) for excess or interplant transfers as per end user requests.
- Analyze stock issuance and generate weekly/monthly reports, KPIs, surplus/shortage tracking, and inventory movements.
- Monitor and manage slow-moving, non-moving and surplus items to reduce inventory burden.
- Conduct material reconciliation post-project/shutdown and plan surplus re-utilization accordingly.
- Coordinate asset and tool stock tracking by location (central/project warehouse).
- Oversee scrap value analysis and proper disposal procedures following audit and commercial evaluations.
- Prepare materials for offshore dispatch based on reservation lists and work order requirements.
- Coordinate urgent offshore/onshore shipments via helicopter and boat.
- Create accurate manifests, label materials (WO number, DG class, destination), and ensure packaging compliance.
- Handled and documented Dangerous Goods (DG) shipments in compliance with IMDG/IATA regulations, including proper classification, packaging, labeling, and DG declaration forms.
- Ensured all materials were weighed, dimensioned, and labeled with critical identifiers (WO number, DG class, destination, handling instructions) for seamless offshore delivery.
- Coordinated urgent shipments via helicopter and boat, ensuring materials were prioritized, packaged, and labeled accurately for rapid mobilization.
- Liaise with vessel/helicopter schedulers and offshore receivers to ensure timely deliveries and minimize delays.
- Support planned and emergency shutdowns through accurate material planning, readiness and issuance.
- Arrange materials as per Shutdown Work Order Material Lists in coordination with maintenance and planning teams.
- Maintain spares and critical material records for shutdown readiness.
- Coordinate with supervisors, planners, and engineers to align material status with production schedules.
- Participate in supply chain coordination meetings and represent maintenance/warehouse departments.

- Coordinated new valve testing and overhaul activities during major shutdowns and turnarounds, ensuring timely mobilization of materials, tools and equipment to meet strict project deadlines.
- Collaborated with maintenance planners, vendors, and logistics teams to align resources with the shutdown schedule and reduce operational downtime.
- Ensured all supporting documentation, work orders and safety permits were in place for smooth execution of valve's & maintenance activities.
- Ensure cleanliness of all areas of the warehouse, keeping storage areas clean & tidy and strict compliance.
- Supervise and direct warehouse personnel, riggers, forklift and trailer operators for safe material handling.
- Prepare detailed reports including MDRs, inventory snapshots, stock adjustments and shutdown summaries.
- Collaborate with Finance, Procurement, and QA/QC to resolve Material Discrepancy Reports (MDRs) and payment issues.
- Ensure third-party certification and compliance of lifting tools and equipment.
- Promote safety practices such as safe manual handling, working at height, confined space entry, and hazardous material storage.
- Adhere to all HSE and company QHSE procedures related to warehouse and material handling.

SKILLS

- SAP
- Microsoft Office Packages, AI Chat GPT.
- I can work in a large team.
- Excellent facilitative and verbal communication skills
- Able to work independently, task oriented and self-motivated.
- I can work on my own initiative with less supervision.
- Able to organize, prioritize and plan.
- Adaptable and can work under pressure.

TRAINING

- Permit to Work -PTW (Qatar Energy LNG Approved)
- Permit to Work - ISSOW (OXY, Oman Approved)
- PDO H2S & SO2
- Control of Substances Hazardous to Health and Environment (COSHHE)
- Take 5, Spotter Awareness Training, Safe Gas Management, Manover Board.
- Manual Handling & Line of Fire, Confined Space Entry, Hand & Power tool Safety
- Work management system, SIMOPS, Working at Height & dropped Objects.

Signature: Vincent Dasan