

Aly Kamal Sabbah AbdAlla



**SR. Materials Coordinator, Inventory
Supervisor & Auditor Team Leader**

Personal details

🏠 16 Shamal Sinai. Zahraa El Maadi

✉ alisone743@hotmail.com

☎ (+2) 01200023247 - 01094549343

🌐 [linkedin.com/in/aly-abdalla*42b84438/](https://www.linkedin.com/in/aly-abdalla*42b84438/)

📘 [facebook.com/share/1GPTeo5mHV/](https://www.facebook.com/share/1GPTeo5mHV/)

📧 ali.kamal@743

Passport No.: A82470703

Issue Date: 20/09/2025

Expiry Date: 19/09/2032

- OEUK medical certificate – Valid
- Burundi Seaman book – Valid

Skills

Problem-solving

Customer service

Excellent leadership skills

Computer software skills

Greate interpersonal skills

Effective communication skills

System Knowledge

ERP, SAP, Oracle Applications & JD Edward

Education

Ain Shams University

Faculty of Law

Graduation Year 1996

Employment

Inventory Supervisor / Materials Auditor

Energen Solution, (Middle East) 2 Yrs

Jul. 2024 Current

Project: ARO (warehouse 2 & Eurotech) - ADES rigs

SR. Materials Coordinator

Shelf Drilling, Egypt 2 Yrs

Jun. 2022 To Jun. 2024

Project: Rig 141

Materials Supervisor

ADES - Advance Energy, Egypt 4 Yrs

Nov. 2018 To Jun.2022

Project: Rig ADM 4 & ADM 88

SR. Materials Coordinator

Shelf Drilling, Egypt 5 Yrs

Jan. 2013 To Dec. 2017

Project: Rig124 &Rig105

SR. Storekeeper

Arabian Drilling, KSA & Bahrain 1 Yr

Jul. 2011 To Jul. 2012

Project: Dhahran Base & ASRY Shipyard Rig AD 40

Painter, Assist, Warehouseman

Assist, Crane OP & SR Material Coordinator

Transocean Drilling 11 Yrs

Spain, Malta, Tunisia, Egypt, Singapore & Malaysia

Jan. 2000 To Mar. 2011

Project: Rig ACTINIA (Semisubmersible)

Rig Inter Ocean3, Rig Mercury

Rig MG Hulme JR (Semisubmersible) Keppel Fels

Shipyard – Singapore

Courses

- Arab Academy for Science, Technology and Maritime Transport

- Handling/Shipping of Hazardous Materials Training
- Personal survival techniques & search & rescue
- Fire prevention & fire fighting on board offshore
- Personal safety & social responsibilities
- Basic Offshore Safety Induction Emergency Training - BOSIET. (Valid 2026)

- Transocean Training Centers

- Performance Appraisal – Transocean training center – Pau – France
- Lifting Operations – Transocean training center – Aberdeen – Scotland.
- Banks Man's Course, Crane Signals - Cairo Training Center – Egypt
- Safety leadership (SLT) - Cairo Training Center – Egypt
- Transportation of Dangerous Goods Air & Sea – Dango Training – Aberdeen
- Inventory Control System (ICS) - Cairo Training Center – Egypt
- Materials handling management and Supply chain management
- Rig Maintenance System & Inventory Control – Cairo training Center
- Lube Oil Program Appreciation – MED training center – Cairo – Egypt.

- Offshore Training Certificates

- First Aid
- Pathogen
- Safety OJT
- H2S Course.
- Induction OJT
- Forklift training
- Rigging & lifting
- Roustabout OJT
- Scaffolding Blood
- Banks man slinger
- Crane operator's OJT
- Fire watcher training
- Operation & Maintenance Course of water blasting Appreciation Letter
- Appraisal. Contribution Rig ACTINIA
- ENPPI Appraisal (HSE & helped for Petro-Salam Offshore Project– NWO Platform – Red Sea – Egypt)
- * Fall Protection training
- * Man-riding operations
- * Emergency Helicopter
- * Permit to Work Training
- * Pressure Test Awareness
- * Hands & finger campaign
- * Environmental awareness
- * Materials coordinator OJT
- * Bridge crane operations OJT
- * Hazardous material training
- * Rescue at height competent person
- * Confined Space Entry competent person

Responsibilities & Activities

- Responsible for the safekeeping of all stocks located within the warehouse.
- Controls and monitors the movement of all inventory items and ensures that inventory items are available when required
- Operates for activities such as verification of incoming and outgoing forms of equipment materials shipments from the warehouse
- Handling of inventory items and keeping warehouse inventory current and accurate
- Compare deliveries with specifications indicated on purchase orders and prepare discrepancy reports for any item not in compliance
- Responsible for all incoming shipment and documentation to clients.
- Inspects physical condition of the storage area, materials and equipment.
- Undertaking physical inventories if required as per company procedures
- Performs other duties as assigned to support departments as required
- Works within the company's policies, objectives and quality management system. Keeps the warehouse clean and presentable
- Works closely with the procurement department & finance department
- Liaise with department heads in the preparation of materials requisitions for all parts and equipment
- Focus on planning to minimize urgent orders, forward approved requisitions to the shore-based office
- Review and check the list of recommended orders, check the Min/Max and maintain the inventory stock level
- Maintaining adequate stock of spare parts at the scheduled level of stock.
- Searching global catalogs and company catalogs for new items required that are not in the rig inventory
- Generate periodic reports to send to the OIM, Rig manager, supply chain manager
- Assisting rig supervisors in preparing the annual maintenance budget
- Check all new work orders issued by departments and monitor spending to ensure expenditure is in line with approved budgets to get OIM approval
- Track purchase requisitions and follow up on pending purchase orders to meet project and operational requirements
- Check and receive materials on packing list physically against commercial invoices and issue Incident report for incorrect, damage missing or shortage items
- Physically check the Monthly inventory report of stock items in the warehouse.
- Process third party charges for items issued to the client,
- Meets the training requirements as per the applicable training matrix.

- Ensuring all hazardous materials contain MSDS during receiving onboard the rig and ensures all hazardous & non-Hazardous materials have been properly classified and packaged prior to shipment ashore with attached certificate
- Review regularly obsolete and surplus parts and report to rig manager.
- Organizing all materials stored on the rig outside the warehouse
- Communicate with shore base, third party and Client for backload materials and Prepare shipping documents
- Maintaining and track rental equipment inventory with vendors to get the rental materials on time as per schedule and ensure to send back while finishing the job
- Track the repair and return materials and follow up to get in the time.
- Actively participate in the weekly meetings, Quality improvement plan program, and safety management system
- Develop and train crew members to ensure they are competent to work at their next job levels and develop annual performance appraisal for Assist. materialman
- Actively participate in project plan meetings with project engineers, rig supervisors and Shipyard engineers
- Explain to the vendors all the company procedures and who to manage the job to meet both project & operation requirements.
- Do The Cycle Counting Process (Complete Physical Inventory) - onboard facilities
- Results of the cycle counts must be completed and documented before the end of each business day and shared with the Supply Chain Project Lead.
- Prepare a Think Plan before starting the Job and identify the risks involved and take necessary safety precautions.
- A physical count is performed on the shelf/bin for items selected and printed out for count by cross- checking the quantity on hand located on the shelf against the quantity recorded in the ERP system-Client inventory
- Properly clean the row/bin before placing any parts back in the row/bin.
- Commence counting of the parts that were removed from the row/bin.
- Ensure that the Manufacturer's Part number and Manufacturer information are present on the label. If not, print a new label
- Ensure that expiration dates are marked on all expired items and report
- Review all parts for correctness. What is inside the bag matches what the label mentioned If not, ensure that kits do not have pieces missing out of them.
- Ensure that the packaging protects the spare part. If not, repackage for proper
- Ensure a complete purchasing description is attached to the spare part (mfg., part number, and full description). If not, research and add the missing information.
- Ensure Bearings must not be stacked higher than two levels and should be in original packing and well preserved
- Ensure PCB's and sensitive electronic parts wrap, boxes in proper ways

- Ensure V-Belts must be stored in a relaxed position
- Check the expiry date, condition, and packaging of the items during the counting process, and repack the items as required
- Check and be sure the labels are not placed on any sealing surfaces. Be sure no loads are placed on seals, rubber goods, hoses, belts, delicate electrical/electronic equipment, bearings, and other sensitive parts
- Ensure rubber goods are to be stored following manufacturer's guidelines and must be kept in a climate-controlled area, protected from the oxidizing effects of ozone layer, stored in a relaxed position, and enclosed in opaque packaging suitable to protect from exposure to UV light with A/C condition
- Ensure that the Client inventory system labels are not stuck on manufacturer information/label Metallic parts like motors must not be stored directly on the warehouse floor or metal shelving
- Ensure all repaired parts must be marked as Repaired/Rebuilt and all heavy parts should be placed on lower shelves
- Collect all items found expired or in bad condition and report to the Supply Chain Project Lead on the count progress sheet.
- Inserted the counted quantities into the count progress sheet after completing the physical count of those sets of items.
- Once counts are done, investigate the missing parts by looking at the Direct Issue shelf, quarantine shelf before updating the count progress sheet.
- Send a daily confirmation e-mail with the count progress sheet to Supply Chain Project Led to review the cycle count results along with any issues that may impact the work progress on a day-to-day basis

Technical Skills

- Materials Management: A broad understanding of warehouse operations, including receiving, storing, disbursing, ordering, inspecting, and inventorying materials
- Familiar with warehouse management programs
- Fast learner and ability to Improve daily operations
- Exceptional time management and organization skills
- Ability to perform physical activities and forklift operations
- Ability to set and achieve goals of supply chain management
- Ability to work outdoors in all types of weather and under pressure
- Ability to read and understand instructions, correspondence, and memos
- Inventory control, manage daily operations efficiently, and work to improve them
- Comfortably using inventory management software and other organizational computer applications