



KARTHIK BABU

MATERIAL COORDINATOR

Experienced professional with a proven track record in material management, ERP systems (SAP), procurement, and maintenance operations within the energy services industry. Skilled in inventory management, procurement processes, logistics coordination, and AMOS system proficiency. Adept at vendor management, documentation, and reporting, with a strong commitment to safety compliance and attention to detail. Collaborative team player with excellent problem-solving abilities and a dedication to achieving operational excellence.

CONTACT DETAILS



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Saudi Arabia

EDUCATION

QA/QC MECHANICAL ENGN, WELDING INSPECTION /PIPING & PIPELINE ENGINEERING & NDT LEVEL II | 2015

- Blitz Academy, Cochin, India

DIPLOMA MECHANICAL ENGINEERING | 2013 – 2015 |

- COUNCIL OF TECHNICAL EDUCATION BOARD
- ISET Engineering College, Alappuzha, India

HIGHER SECONDARY | 2011 – 2013 |

- MSM Higher Secondary School, Kayamkulam, India

HIGH SCHOOL | 2013 | 95%

- S.N Vidyapeedom, Alappuzha, Kerala, India

COMPUTER PROFICIENCY

SAP	★ ★ ★ ★ ★
Navigator	★ ★ ★ ★ ★
MS Word/Excel	★ ★ ★ ★ ★
Basic Operations	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

KEY SKILLS

Team Work	Work Ethic	Supply Chain Coordination	Leadership Quality
Logistics Coordination	Time Management	Inventory Management	
Problem Solving	Attention to Detail	Positive Attitude	Adaptability

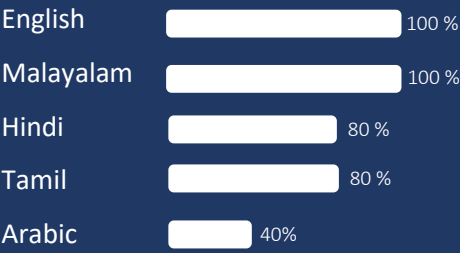
WORK EXPERIENCE

MATERIAL COORDINATOR | AUG 2023 – Present

KCA DEUTAG | SAUDI INTERNATIONAL ENERGY SERVICES LTD. CO

- Responsible and accountable for accuracy of stock-related information available within the company.
- Coordinate with the Tool Pusher to oversee transport movements, ensuring timely and efficient delivery of stock and equipment.
- Communicate with the Tool Pusher and E&M Department in regards with their operational requirement & planning of time for maintaining adequate stock levels.
- Generate requisitions for drilling and stock requirements, ensuring seamless operations without disruptions due to stock shortages.
- Maintain meticulous records of spare parts withdrawn from the stores, facilitating accurate inventory management.
- Ensure storage areas are organized, clean, and free from hazards, adhering to safety standards and protocols.
- Collaborate with the Crane Operator to facilitate the safe and efficient backloading of drilling equipment.
- Receive and update stock control systems, accurately reflecting current stock levels and movements.
- Essential knowledge in PR, PO, MR & SR, which related to Material handling.
- Provide monthly reports on material movements, issues, and stock levels, enabling informed decision-making.
- Review scrap notes, and corresponding float levels to determine if replacement is justified. Initiate replacement actions via Purchase Requests and distribute to appropriate buyer to minimize delay with procurement action.
- Safely store equipment on designated shelves in the correct locations, implementing proper tagging and marking for easy identification.
- Assume responsibilities as a Journey Manager if authorized, overseeing shelf storage and warehouse facilities.
- Stand in for alternative work disciplines as needed, demonstrating versatility and adaptability.
- Possess a working knowledge of common Health, Safety, and Environment (HSE) practices, ensuring compliance with regulations and promoting a culture of safety.

LANGUAGES KNOWN



INTERESTS



Music



Travelling



Reading

WARE HOUSE MAN | OCT 2021 – OCT 2022
VDME PVT.LTD.CO

- Monitored inventory of assets on the site and updated the system accordingly.
- Supported the Field SUPV with equipment maintenance history and original equipment manufacturer (OEM) guidelines.
- Maintained forwarding notes for all materials/equipment sent from the site to site and updated the IN-OUT log.
- Managed main documentation relevant to the preventive maintenance program.
- Prepared materials requests and service requests for site assets in compliance with company policy.
- Received materials with transfer notes from the warehouses, maintained stock inventory, and verified materials against requisitions and purchase orders.
- Updated running hours of cranes & manlift equipment every week and sent reports to supervisors.
- Maintained the accountable store under company regulations.
- Ensured the quality of work performed met established standards.

QC INSPECTOR | APRIL 2018 – APRIL 2019
ALKULAIB INTERNATIONAL PVT LTD.CO

- Have experience in the field of construction projects of Refineries, inspection, quality control and quality assurance.
- Experienced in reviewing P&IDs, piping isometrics and Structural engineering drawings.
- Review and detail study of Isometric piping drawing and P& ID.
- Fit-Up assembly inspection as per approved drawings and procedure.
- Erection of piping spools and other piping structures.
- INSPECTION / Final Assembly / Dimensional inspection after welding as per approved drawing.
- Review of NDT Reports like MPT, and D.P.T & U.T.
- Witnessing the hydro testing of pipeline and related documentation works.
- Punch list of piping systems before hydro-test.
- Review of “As Built” drawings as per site modifications.
- DOCUMENTATION / Calibration Records verification.
- Inspection reports & Final documentation as per Company requirement.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 14/11/1995
Nationality	: Indian
Marital Status	: Married
Passport Number	: Z7971197

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

KARTHIK BABU