

ARSHAD AHMAD KHAN

A Citizen of Indian

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Employment Experiences

■ **Material Controller**

JGC (Dew Point Control Unit) “Buqaiq”
(January 2025 to till date)

- Creation Of new date for uploading and stock number with require information to maintain inventory, supplier information delivery items etc.
- Receiving of direct stock items, arranging for inspection and update the inventory etc.
- Locating of spares upon creating of stock number, fixing location.
- Ensuring the right materials are delivered to construction site.
- Preparing overdue purchase order report, tracking and expediting of spare order
- Coordinating in returning back to stock of unused spares and return with site Engr.& supervisor.
- Tracking and follow up all direct charge maintenance purchases immediate informed manager about day-to-day work activities.

● **Logistic and Operation Head.**

GR8layer Farm & Bihar Agro vet (A Family Business)
(January 2021 to January 2025)

- Manage daily routes/schedules of shipments and deliveries.
- Coordinate and ensure proper loading and unloading of all trucks.
- Responsible for accurate and timely pulling and shipping of Material/Components handling.
- Schedule inbound deliveries by coordinating with Purchasing.
- Planning vehicle routes.
- Monitoring factors like fuel costs, environmental impact and legislation and optimizing logistics processes accordingly.
- Excellent time management and organization skills to plan complex schedules.
- Strong leadership skills to manage staff and make executive decisions under pressure.
- Flexible and capable of responding to plans changing with little notice.
- Creative to find innovative solutions and develop new processes that optimize operations.
- Self-motivated and capable of motivating others to maintain efficiency and productivity during stressful periods.

● **AMOS Field Supervisor**

Saipem Ltd Saudi Arabia (K.S.A).
(January 2017 to March 2020)

- Assist AMOS Officer in Rig site regarding maintenance, warehouse management and equipment's movement issues.
- Prepare clear procedures to define all the parameters of the PMS System.
- Maintain Documentation pertinent to Preventive Maintenance.
- Gather the feedback about maintenance done, not included in the Preventive Maintenance Program.

- Correct the various errors appearing in the Amos System, by using the corporate tools: ITSM ticket, etc.
 - Creating Component numbers and Maintenance plan for equipment's that are not registered in AMOS.
 - Preparing the mailing guideline to be in accordance with company internal regulations.
 - Updating daily, weekly and monthly reports tracking file.
 - Monitor daily, weekly and monthly reports that are sent from rig site by Amos officer.
 - Check equipment's which are coming to base from various Onshore/Offshore Rig if are coming with proper work order & Scope of Job, if are having incomplete information, the Amos Officer need to be informed for correcting it and to provide the proper work order or scope of Job for Maintenance.
 - Monitoring of Oil Sample and advice the AMOS officer for any further action based on the analysis result.
 - Check and monitor all overdue and due work orders of Amos Officer.
 - Tracking of materials location in Amos and physical inventory for any discrepancies.
 - Coordinate and implement with Department head and base management for maintenance & warehouse management system, if there is any modification or correction in AMOS system.
 - Rig visit to conduct internal audit, and submit report to the management.
 - Assist the entire assigned onshore and offshore rig if they need any material/parts information by providing the necessary documentation.
- **AMOS Officer**
Saipem Ltd Saudi Arabia (K.S.A).
(February2012–December2016)
 - Coordinate and assist field Amos supervisors and Amos coordinators who are responsible for proper implementation of maintenance and warehouse activities on rig site.
 - Issue to distribute work orders on weekly basis to concerned department heads on rig site.
 - Perform random inventory on weekly basis and update in system as per physical quantity.
 - Update MR (Material Requisition) log every week and share with management for reference.
 - Managing equipment maintenance records pertinent to PMP by maintaining proper document management system.
 - Report activities in Amos for any reactive or unplanned maintenance carried out on rig site during operation or rig move and file the job with maintenance done report.
 - Report and coordinate with field Amos supervisor in case of any revisions or modifications which are to be made in the maintenance tasks or scope of job.
 - Responsible for updating counters in Amos and sending on weekly basis the mechanical and electrical hour meter report and electrical motors overhaul report after it's fulfilled by relevant department heads in rig.
 - Responsible for monitoring installation and uninstallation of the equipment on site to reflect the same in Amos (Function hierarchy) as per physical situation of equipment and update in Amos its location status (Available / in use).
 - Report and coordinate with field Amos supervisors for any incoming equipment on rig with misalignment in work order frequency or counter transfer errors in Amos.
 - Responsible for cross-checking the serial numbers of the equipment reported in the work order (if-required) by personnel who performed the job.
 - Responsible for preparing and submitting the monthly preventive maintenance report to the client.
 - Responsible for preparing detailed forwarding notes for the material/equipment related to SAS that are sent from rig site and keep a track for all movement of equipment or material by constantly updating the equipment In/Out log.
 - Coordinate with respective focal point assigned to rig in central warehouse that are responsible for proper management of satellite store activities.
 - Preparation of details material requisitions as per information provided by responsible

- departments.
 - Preparation of service requisitions as per instructions given by responsible departments for the equipment which are to be sent from rig to repair or for requesting third party service at rig site.
 - Responsible to update material requisition and service requisition log constantly based on creation of requests, receiving of requested material and material follow-ups (urgent or normal) with central warehouse/Procurement Dept via, assigned focal point.
 - Received materials which come from central warehouse.
 - Prepare non-conformity report in case of any discrepancies with materials/equipment was occur.
 - Distribute material to rig crew.
 - To maintain and update material locations in Amos as per standardized by the central warehouse.
 - Responsible for recording all the material movements (in/out, inventory) in satellite store by using the bin cards.
 - Maintain the accountable store in accordance with Dammam Warehouse regulations.
 - Well control equipments service and certification monitor/update according to requirements.
 - Well control equipment movement monitor and update log.
 - Fishing tools inventory and log update as per movement.
 - Asset inventory log update and make random inventory on weekly basis.
- **PIPING FOREMAN** (CTJV Chiyoda Technip Joint Venture-RGX-6)
(December 2008 October 2010)
 - Piping fabrication of various sizes of pipes and material class.
 - Routine in section of progress of work.
 - Fabrication and installation of A/G and U/G piping works at different areas.
 - Coordinating work assignments with subordinates and superiors.
 - **PIPINGFOREMAN**(AL-SWAYEH Co Ltd. In Howta Bani
Tamim Waterrefinery,Turaif(AL-QURYAT))
(October 2003 – July 2007)
 - Piping fabrication of various sizes of pipes and material class.
 - Routine inspection of progress of work.
 - Fabrication and installation of A/G and U/G piping works at different areas.
 - Coordinating work assignments with subordinates and superiors.
 - Arrange material from warehouse as per plan.

Skills

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- Computer Literate (MS Word, MS Excel, MS Power Point)
- Can operate SAP, Citrix, Oracle and FMS (Field Management System)
- Microsoft Outlook
- With good communication/inter-personal skills.
- Fast Learner
- Willing to learn

Training and Seminar

- Bosiet (Basic Offshore Safety Induction & Emergency Training) with SMTC Global Certificate# 622857000310170002. (Dammam KSA)
- 18 Life Savings rules. (Dammam KSA)
- Lifting & Rigging Awareness CBT Course. (DOHA QATAR)
- H2S Breathing apparatus seminar Qatar Gas. (DOHA QATAR)
- Hand Safety & manual Handling CBT Course. (DOHA QATAR)

- Confined Space Entry CBT Course (DOHA QATAR)
- Lock Out & Tag Out. (DOHA QATAR)
- Work at Heights CBT Course. (DOHA QATAR)
- Environmental Awareness. (DOHA QATAR)
- Working at Poor Light. CBT Course (DOHA QATAR)
- Hazards Identification CBT Course. (DOHA QATAR)
- Non-Destructive Examination CBT Course. (DOHA QATAR)
- Emergency Response CBT Course. (DOHA QATAR)
- Hydrogen Sulphide Awareness CBT Course. (DOHA QATAR)

Professional Qualification

- Two Years INDUSTRIAL TRAINING INSTITUTE RANCHI (JHARKHAND) in The year 1993 to 1995
- Diploma in Mechanical 2001 – 2002

Educational Attainment

- 12th Passed from BIEC PATNA in 1997.
- High School BSEB PATNA in 1993.

Personal Back ground

Birth date: June 10, 1978

Birth place: Gaya, City

Sex: Male

Religion: Sunni Muslim

Civil status: Married

Height: 5'7"

Weight: 154 lbs.

Language known: Well versed in English, Arabic, Urdu & Hindi

Passport Details:

Passport Number : W7746866

Date of issue : 02/02/2023

Date of Expiry : 01/02/2033

Place of Issue : Ranchi (IND)

Driving License : 2324592266 (KSA) & BR-0220160092987 (IND)

I hereby certify that the facts stated above are true and correct based on my knowledge and beliefs.

Arshad Ahmad Khan

