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PROFILE SUMMARY

Material Coordinator

A resourceful and industrious Supply Chain Management professional with over 5 years of progressive experience in the Oil & Gas Industry, dedicated to enhancing material management and promoting safety culture awareness through strategic interventions. Versatile and adept at logistics coordination, material handling, and warehousing operations, consistently improving productivity and operational efficiency. Skilled in quality control, data analysis, and reporting, ensuring adherence to industry standards and HSE regulations. Known for effective leadership and fostering strong team collaboration with a strong commitment to maintaining high standards in material management and operational processes.

CORE SKILLS/COMPETENCIES

- Proficient in Computerized Maintenance Management Systems (CMMS)
- Experienced with SAP (UNISUP ECC 6.0) – PM, MM & RLM Modules
- Microsoft Office Proficiency (Word, Excel, PowerPoint, Project)
- Supply Chain Management Expertise
- Logistics Coordination and Material Handling
- Warehousing Operations
- Inventory Management
- Quality Control and Inspection
- Data Analysis and Reporting
- Procurement and Vendor Management
- Documentation and Record Keeping
- HSE Compliance
- Team Leadership and Supervision
- Strong Communication Skills
- Project Coordination
- Equipment Maintenance
- Training and Development

WORK EXPERIENCE

LILE/TOTAL UPSTREAM NIGERIA (LADOL) – LAGOS, LAGOS STATE , NIGERIA. 2022 – Present
Material Coordinator

Project Completed: AKPO FFSD Project (2024)

- SAP Key User: Optimize Plant Maintenance (PM) and Materials Management (MM) modules.
- Lead inspection processes ensuring compliance with Purchase Orders, resulting in zero discrepancies.
- Coordinate with QA/QC and Project Engineers to ensure material integrity
- Prepare/issue Material Receiving and Non-Conformance Reports, enhancing material traceability.
- Report damaged materials, resulting in timely resolutions and improved project efficiency.
- Oversee material movement, ensuring compliance with transportation and lifting procedures, reducing safety incidents.
- Manage riggers and crane operators during material laydown while ensuring safety.
- Participate in Health, Safety, and Environment (HSE) reviews, enhancing lifting safety protocols.
- Implement effective storage and preservation strategies.
- Maintain organised records of Certificates, Packing Lists, Waybills, MSDS & MTCs for easy retrieval.
- Ensure accuracy of daily material updates, improving inventory accuracy.
- Lead weekly and monthly inventory cycle counts, achieving accurate material tracking.
- Support Mechanical, Electrical, Instrumentation, and IT QA/QC teams in thorough inspections.
- Streamline the material-receiving process, ensuring traceability and compliance with quality standards.
- Ensure all materials are traceable to certificates, improving quality control measures.
- Maintain thorough records for quarantine reports, ensuring compliance with quality standards.

- Prepare/manage stock cards, tags, labels, and stencils, enhancing material organisation/accessibility.

Material Inspector

JAN 2021 – DEC 2022

- Optimized inventory management by streamlining equipment and material handling processes.
- Efficiently managed client documents, including Packing Lists, Purchase Orders, and Material Test Certificates.
- Led inspections, ensuring materials met project specifications.
- Successfully coordinated client inspections, enhancing satisfaction.
- Issued comprehensive Material Receiving and Non-Conformance Reports.
- Reported and resolved damaged material issues.
- Provided detailed overage and damage reports.
- Advised on proper material storage and preservation.
- Ensured full traceability from issuance to fabrication.
- Submitted traceability matrices to DCC for the Vendor Database.
- Quarantined non-compliant materials, maintaining standards.

Senior Storekeeper

FEB 2019 – DEC 2020

- Streamlined personnel supervision, boosting daily performance.
- Improved daily, weekly, and monthly productivity insights.
- Efficient SAP Management (led precise materials issuance via SAP).
- Led systematic stock stacking and tagging accordingly in designated locations within the warehouse.
- Managed warehouse fleets and equipment, ensuring timely maintenance and reducing downtime.
- Enhanced order tracking, receipt, storage, and timely delivery of goods and materials.
- Ensured accurate material records/documentation, improving information reporting & compliance.
- Led thorough order checks for stock accuracy, reducing discrepancies.
- Conducted daily warehouse inspections, identifying and implementing improvement opportunities.
- Led weekly and monthly inventory cycle counts, maintaining high stock accuracy.
- Ensured adherence to maintenance standards and health and safety regulations.
- Directed material inspections and traceability, ensuring compliance with specifications.
- Oversaw receiving processes, flagging discrepancies, and issuing necessary reports.
- Maintained accurate bin cards during material issuance, enhancing traceability.
- Successfully implemented the Permit to Work (PTW) system.
- Led regular Toolbox and monthly HSE meetings, addressing incidents and anomalies.
- Ensured prompt and prioritised material delivery following company procedures.
- Managed inter-joint venture sales, integration, and reintegration of stock.

EDUCATION

UNIVERSITY OF ABUJA – Abuja, Nigeria 2010 – 2017
LL.B. – Law

FASOMA COMPREHENSIVE HIGH SCHOOL – Abule Egba, Lagos 2000 – 2006
Senior School Certificate Examination (SSCE)

TRAINING & CERTIFICATION

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| • Safety Data Sheet Awareness (Knights of Safety) | 2024 |
| • Supply Chain Management (Brentwood University – E-Learning College) | 2022 |
| • Warehouse & Material Handling (Brentwood University – E-Learning College) | 2022 |

REFEREES

Available on request