

Emmanuel Robinson

Contact:

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Summary:

Work experience:

Inventory Material Cataloguer

OilExec Qatar ltd. – QatarEnergy, Oct 2019 – Jun 2024

Inventory controller and Material cataloguer

OilExec Qatar ltd. – Occidental petroleum of Qatar ltd., May 2012 – Oct 2019

Consular assistant

Embassy of Pakistan, Oct 2010 – Apr 2012

Computer Skills:

MS office

IHS Struxure 6.0.5

Oracle

DataLoad

Oniqua – Inventory Optimization Software

SAP – Material Master

Certificates:

Introduction to Accounting and Finance

Competitive Bidding, Contract Preparation and Contract Law

Introduction to Marketing

Warehouse management, Inventory, Stock and Supply chains

Introduction to Material management

Qualification:

Diploma – International Logistics Management (level 4)

Icon Training Centre

2019

Diploma – Supply Chain Management

International Qualifications Network

2018

Linguistic proficiency:

English – Corporate, Urdu – Native, Punjabi – Basic

Work Experience:

Inventory Material cataloguer

OilExec Qatar Ltd (seconded to) QatarEnergy

Oct 2019 – Jun 2024

Responsibilities:

Creating and maintaining material master data.

Ensuring that Material Master data is maintained and current.

Liaising with the business groups and vendors coordinating the preparation of Material Master data Data cleansing and enrichment.

Maintaining Data Consistency, Configuration, and accuracy in accordance with established protocols and conventions.

Using data supplied by supplier/manufacturer/end user to enter catalogue records.

Defining Material/ Item Classification, spares, general or consumable using the item type definitions.

Cataloging in accordance with current protocols and naming conventions.

Maintaining Material Data Integrity.

Maintaining Data Accuracy.

Supporting Contracts team with uploading in SAP, Contract related documents such as Insurances, tender bonds, and performance bonds.

Reviewing min/max/safety stock levels.

Amending min/max/safety stock levels requested through SPF's.

Inventory controller and Material cataloguer

OilExec Qatar Ltd (seconded to) Occidental Petroleum of Qatar Ltd

May 2012 – Oct 2019

Responsibilities:

Processing purchase requisitions.

Tracking and following up on purchase requisitions/orders.

Monitoring and maintaining current stock levels – replenishing stock periodically.

Reviewing min/max stock levels with end-users, based on consumption/movement, criticality, business impact and delivery lead-time, and adjusting them.

Reporting material movement/consumption to end-users periodically.

Periodically visiting the warehouse to check physical condition of stocked material to identify that which is not usable, and is to be replaced or can be disposed.

Supervising physical stock count, Onshore and Offshore.

Part of Inventory optimization project reviewing non-moving, slow-moving, and fast-moving items, resulting in reduction of inventory cost. Project activities:

-Obtaining material movement history in Oracle and through specialized inventory optimization software -

-Coordinating with end-users on material movement.

-Suggesting adequate min max levels based on movement, procurement lead-time, item criticality, storage cost etc.

- Visiting warehouse to check physical condition of the non-moving materials along with end-user/discipline engineers.
- With coordination and approval of end-users, initiating asset disposal for material unfit for use and that which was no longer required.
- Coordinating with end-users on suggested min max levels.
- Upon agreement from end-users, obtaining approvals from management on amendments.
- Executing changes in the system.

Managing Master Catalogue.

Data cleansing and enrichment.

Developing buying specification and additional characteristics to accepted standards by taking measurements/inspections.

Identifying the discrepancies between the actual item characteristics/measurements in stock and the reference documents.

Capturing the relevant information from Catalogue and other reference documents.

Reviewing and ensuring relevant information is properly checked to maintain the highest possible standards in Material Master (Catalogue).

Standardizing the description format in a logical sequence.

Verifying if the technical description is maintained according to the new cataloguing standards using noun, modifier and attributes and ensure relevant technical information is accurate.

Ensuring that new materials are thoroughly reviewed with existing materials to avoid duplicate entries.

Updating all the relevant information in the Material Master and ensuring all required fields are updated.

Assisting MR originators, Buyers and Material management team in identifying correct material and resolve any query related to cataloguing.

Obtaining data of physical material from warehouse and update system accordingly.

Consular Assistant

Embassy of Pakistan (Qatar)

October 2010 – April 2012

Responsibilities:

Passport Processing

Data recording

Visa Processing

Documentation

General correspondence

Customer service/Public dealing

Computer Skills:

MS office

IHS Struxure 6.0.5

Oracle

DataLoad

SAP – Material Master (MMD)

Trainings/Certifications:

Health and Safety in a work place
College of North Atlantic, March 2010 – April 2010

Introduction to Marketing
College of North Atlantic, March – April 2014

Competitive Bidding, Contract Preparation and Contract Law
College of North Atlantic, May 2014

Introduction to Accounting and Finance
College of North Atlantic, May – June 2014

Introduction to Oil and Gas industry
ResModTec, August 2014

Risk Management (RM) – General awareness
Occidental Petroleum of Qatar Ltd, November 2014

Environmental Awareness Training
Occidental Petroleum of Qatar Ltd, November 2014

Be a Safety Leader
Occidental Petroleum of Qatar Ltd, January 2015

Warehouse management, Inventory, Stock and Supply chains
Alison, May 2023

Introduction to Material management
Alison, May 2023

Qualification:

Diploma – International Logistics Management (level 4) – Icon Training Centre, 2019

Diploma – Supply Chain Management – Icon Training Centre, 2018

High School/Intermediate – Bright Future School Doha, 2007-2009

Matriculation – Ideal Indian School (Doha), 2003-2007

Primary and Secondary – Nasra School (Karachi), 1993-2002