

# THADDEUS ASABOLUOKPIA EKEAHENHEN

MATERIAL COORDINATOR

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## CAREER SUMMARY

Highly skilled Material Coordinator with over 10 years of experience in material management within the oil and gas sector, specializing in procurement, inventory control, Logistics and warehouse operations. Proficient in leveraging Microsoft packages, SAGE Evolution software and Barcoding systems to streamline material identification, tracking, and issuance processes. Recognized for strong organizational, leadership, and problem-solving abilities, with a proven track record of delivering exceptional results in multi-national projects. Committed to achieving corporate objectives through innovation and efficiency.

## EXPERTISE

- Material planning & Coordination
- Inventory & Warehouse Management
- Procurement interface & Vendor liaison
- ERP and Documentation System
- Logistics and Site Support

## TECHNICAL SKILLS

- Inventory Management Software: Knowledge of inventory management software, such as SAGE Evolution.
- Microsoft Office: Proficiency in Microsoft Office, particularly Excel.
- Excellent leadership, decision making and problem solving abilities.

## PROFESSIONAL EXPERIENCE

### **MATERIAL COORDINATOR | ANOH (SPDC) PTF FACILITY PROJECT | LEE ENG & CO. LTD Nov 2024 – PRESENT**

- Plan and coordinate movement of project materials from Onne port to Assa North
- Collaborate with suppliers, vendors and contractors to ensure timely delivery of project materials
- Use of Barcoding system for material identification and inventory and follow up with vendors.
- Using SAGE Evolution software for track and trace of materials, material receiving and issuance.
- Receiving of project materials (Mechanical, Electrical, Instrumentation, Civil, Structural materials etc.)
- Sorting of material into various warehouse
- Physical inspection of received materials based on the Purchasing Order (PO), Waybill and packing list.
- Preparing of Material Received Inspection Report (MRIR) and forwarding same to Project manager.
- Issuance of materials to end users in various construction departments of the project.
- Monitor inventory levels and ordering additional materials as needed.
- Generating regular reports on material use and stock movements.
- Coordinating warehouse housekeeping to maintain cleanliness and safety standard

### **WAREHOUSE/MATERIAL SUPERVISOR | ANOH (SPDC) PTF FACILITY PROJECT | LEE ENG & CO. LTD Nov. 2021 – Oct. 2024**

- Sorting of material into various warehouse
- Physical inspection of received materials based on the Purchasing Order (PO), Waybill and packing list.
- Preparing of Material Received Inspection Report (MRIR) and forwarding same to Construction manager.
- Issuance of materials to end users in various construction departments.
- Liaising with client material coordinator on materials status
- Coordinating with suppliers to ensure obligations are met on time
- Monitoring inventory levels and ordering additional materials as needed

### **MATERIAL HANDLER | ANOH (SPDC) PTF FACILITY PROJECT | LEE ENG & CO. LTD Nov 2019 – Oct. 2021**

- Accurately log received materials and enter them into SAGE Evolution software
- Handled ANOH project logistics, expediting materials locally and internationally
- Expediting the movement of materials received in Onne Port to ANOH project site
- Barcoding of received materials for easy identification, track and trace and seamless material issuance to end users.
- Ensure proper tagging and scanning of materials to prevent mix-ups or loss.
- Liaise with warehouse personnel, logistics team and end users to ensure timely supply and issuance.
- Prepare daily update on material and support the preparation of report by the supervisor.
- Ensure real-time data entry for traceability, update and reporting compliance.

**PURCHASE/LOGISTICS OFFICER | OGBOTOBO POWER SYSTEM PROJECT | LEE ENG & CO. LTD      Oct 2016 – Oct 2018**

- Assist in reviewing and processing purchase requisition from various departments
- Source quotation from approved vendor and support price comparison under supervision.
- Liaise with vendors for order status, shipment schedule and any clarification on material specification.
- Assist in maintaining an updated list of approved vendors and supplier records.
- Support Logistics planning for inbound and outbound shipment, documentation for freight, clearing and forwarding.
- Track shipments and inform relevant teams of delay or require actions.

**MATERIAL OFFICER | NPDC OPERATION AND MAINTENANCE | LEE ENG & CO. LTD Nov 2014 – Sept 2016**

- Managing daily operations of RIG store and implementation of effective material control measures
- Monitored critical spares(e.g. TDS, Mud pump, BOPs, Cranes, Generators, Air compressor,) to prevent downtime
- Responsible for coordination of material available and surplus minimization, tracking and monitoring of the movement of specific RIG equipment (Assets) sent to various locations on loan/rent or repairs with accurate document
- Keep a clean, organize warehouse-store hygienically and equipment prepare and issue reimbursable on monthly basis to client for equipment on rent
- Organize regular physical spot check/store count (cycle counting), inventory and advise the discrepancies.
- Documentation for out and in flow materials in the warehouse.
- Receiving materials and cross checking with shipping document
- Preparing weekly, monthly, quarterly and annual reports on material consumption and stock transactions.

**CAREER ACHEIVEMENT**

- Contributed to the successful completion of drilling of Utorogu gas and oil wells and Ogbotobo power system project.
- Improved material tracking and reporting: ensure improved material tracking through effective software utilization
- Optimized supply chain operations, reducing lead times by 20% and improving overall efficiency.
- Improved inventory accuracy to 99.5%, reducing errors and discrepancies in inventory management.
- Developed and implemented a vendor management program, resulting in improved supplier performance and reduced risks.

**EDUCATION**

University of Benin, Edo State, Nigeria   M.sc Petroleum Geology	2016– 2018
Enugu State University of Science and Technology, Agbani, Enugu State, Nigeria   B.sc Geology and Mining	2010 – 2014

**PROFESSIONAL REGISRATION & CERTIFICATIONS**

- PGDWMM (Post Graduate Diploma Warehousing and Material Management, America Institute of Stores and Inventory Management, USA)-Cert no.: 25065505
- CAICMP (Chartered Associate Membership of the Chartered Institute of Inventory control Management Professionals)-Cert no.: 05250605
- CAOSCM (Chartered Associate Membership of the Chartered Institute of Procurement and Logistics Professionals, USA)-Cert no.: 25050745
- CAOSCM (Chartered Associate Membership of the Chain Chartered Institute of Operations and Supply Management, USA)-Cert no.: 07250525
- OSHA Professional (Occupational Safety and Health Administration), USA-Cert no.: 66520
- OSHA Manager (Occupational Safety and Health Administration),USA-Cert no.: 66520
- OSHA Supervisor (Occupational Safety and Health Administration), USA-Cert no.: 66520
- NMGS (Nigerian Mining and Geosciences Society) – REG. no.: C-17-6107
- COMEG (Council of Nigeria Mining Engineer and Geoscientists) – REG. no.: 0002370

**REFERENCE**

- Available on Request