

# ANDRE SWART

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## LOGISTICS / MATERIALS MANAGER

Accomplished and results-oriented professional with comprehensive experience controlling overall aspects of logistics/material management. Demonstrated expertise in project operations, contractor management, people management, conflict and issues resolution, and scheduling & planning. Deft at improving organisational structure, systems, and work processes, adhering to service excellence, motivating role players at various levels, and leading highly skilled teams. Articulate and refined communicator with proficiency in English and Afrikaans languages.

### ***Proven expertise in:***

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|-----------------------------------|----------------------------------|
| • Logistics & Material Management | • Cost Reduction & Containment   |
| • Inventory management            | • Supplier Relationship Building |
| • Strategic Planning & Analysis   | • Time Management                |
| • Team Building & leadership      | • Risk Assessment & Mitigation   |
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## PROFESSIONAL EXPERIENCE

**Property Ladder Construction Pty Ltd – Cape Town, South Africa**

**Project Development – Operations / Construction Manager, August 2023 to Current**

**Key Project: Luxwood Housing**

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Job Function & Responsibilities:

### **Project Planning and Budgeting**

- Developing detailed project plans, including timelines, milestones, and resource allocation.
- Estimating project costs, managing budgets, and identifying potential cost-saving measures.
- Procurement of materials and services, negotiating contracts with subcontractors.

### **Site Management and Supervision**

- Overseeing daily construction activities on site, assigning tasks to workers, and managing labor crews.
- Monitoring progress against the project schedule, identifying potential delays and taking corrective action.
- Ensuring adherence to safety regulations, conducting safety inspections, and addressing safety concerns.

### **Quality Control**

- Implementing quality control procedures to ensure construction meets project specifications.
- Inspecting workmanship, identifying and resolving quality issues.
- Ensuring all material and equipment availability to support fabrication and construction activities and that all Company issued materials are properly received, stored, preserved, tracked, and traced to the finished product.

**Key Summary:**

- Overseeing all aspects of a construction project, ensuring it is completed on time, within budget, and to the required quality standards, by managing teams, coordinating subcontractors, monitoring progress, and ensuring compliance with local building regulations and safety protocols; key duties include planning, budgeting, scheduling, quality control, risk management, and effective communication with all stakeholders.
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**TCO – Tengiz, Kazakhstan****3FGP Project Logistics Materials Manager, October 2019 to June 2023****Key Project: FGP3 (Future Growth Project)**

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**Job Function & Responsibilities:**

- Coordinate with SCM and PMT for the supply of Company and Contractor provided materials and equipment to ensure the JIT (just In Time) arrival in sequence as requested by construction and operations management.
- Gather data, analyze, and prepare management reports and Contractor performance and progress.
- Manage key external interfaces and relationships with contractors and surrounding fabrication yards to support the flow of materials between various projects.
- Ensure contractors are utilizing all applicable Safe Work Practices (SWP) and Procedures
- Comply with all TCO/FGP policies and procedures.
- Use of integrated software applications for managing Project materials management
- Oversee Contractor execution of its PLMM scope, including mitigation of critical constraints, oversight of Contractor warehousing and lay-down yards to ensure robust materials control, preservation processes and procedures are maintained and timely resolution of OS&D issues.
- Monitor customs regulatory documentation and certification compliance.
- Interface between Contractor and Company Vendor Representative Coordinators for the mobilization of vendor resources necessary to support installation, commissioning, and startup activities
- Ensuring all material and equipment availability to support fabrication and construction activities and that all Company issued materials are properly received, stored, preserved, tracked, and traced to the finished product.

**Technip – Batangas, Philippines and Qingdao, China****Logistics & Materials Manager, Fabrication yard -China & Philippines, Oct 2015 to Mar 2019****Key Project: Yamal LNG Project**

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**Job Function & Responsibilities:**

- Supervised and coordinated vessel schedules, manifests, offloading and heavy lifting certification for company and contractors.

- Organised and separated material and equipment as per vendor & 3<sup>rd</sup> party specifications and assigned warehouse storage and on site lay down yard. Allocated material priority classification to newly procured materials as required for construction & fabrication of LNG modules.
- Connected with engineering, construction discipline heads of department, procurement manager, and warehouse. Management of daily shipping and customs procedures for procured materials equipment directly from source to site for distribution to various construction disciplines.
- Managed administrative functions, including implementing spreadsheets for look-ahead schedules, shipping, customs clearance, and lead times.

***Key Contributions:***

- Co-ordinated with team for relocating incomplete modules, equipment, and materials from Philippines to China for completion.
- Developed and rationalised all logistics processes by collaborating with third party service providers, enabling fabrication and construction of modules to continue in China with minimum delay and achieve project milestones.
- Co-ordinated with and assisted adjoining fabrication yards in China to redistribute remaining materials for completion of modules for same project.
- Sourced materials and suppliers in China for consolidating lead time from vendor to fabrication sites.
- Completion of modules completed on schedule for sail away.

**ZADCO – Abu Dhabi, UAE****Island Logistics Materials Specialist (Offshore & Onshore), Oct 2012 to June 2015****Key Project: ZADCO UZ-750 Project**

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**Job Function & Responsibilities:**

- Supervised and coordinated all marine operations across the four islands, including port control for vessel schedules, unloading, and back loading of materials, equipment, and personnel for company and sub-contractors.
- As part of the PMT it was my responsibility to provide logistic support to construction and offshore operations across the UZ750 island project
- Ensured the delivery of materials by EPC Contractor's programme compliance with project schedule requirements.
- Monitored on island material movement, transportation, delivery schedules and personnel
- Assessed and determined operational and project objectives as well as estimated relevance, time, and costs that achieved operational priorities.
- Provided support to Contractors on integration of logistics management plan and systems for optimal performance

- Drafted weekly and monthly reports on the progress of material deliveries, plant and equipment status, and POB of EPC Contractors and sub-contractors.
- Performed administrative functions, including implementing spreadsheets for look-ahead schedules, shipping, and lead times.
- Developed and executed logistics management plan as per traffic congestion estimations to manage and control three contractors, equipment, and materials for four under construction offshore islands.

***Key Contributions:***

- Provided logistical overview of the UZ750 project growth allowing free flow of vessels, personnel, equipment, and materials for all contractors with 24-hour support to operations and construction within the Zakum oil field, between the 4 islands.
- Headed logistics operations of two islands for three years to implement logistics management plan, completing project and achieving milestones ahead of time and schedule.

**Chevron (CNL), EPC/LNG Plant – Escravos, Nigeria****EPC Island Material Specialist, Mar 2009 to June 2012****Key Project: EGTL (Escravos Gas to Liquid)**

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**Job Function & Responsibilities:**

- Built co-ordination between client and 3<sup>rd</sup> party contractors while supporting material transfers between projects regarding clients, vendors, and contractor material management systems.
- Monitored offloading of materials from barges and liners, comprising lay down areas prior to shipping.
- Streamlined administrative functions, including implementing spreadsheets for look-ahead schedules, shipping, and lead times.
- Conducted regular inspections on rotating equipment and monthly walk-down inspections on specific areas.
- Provided material updates and discussed material issues by attending daily construction discipline meetings.

***Key Contributions:***

- Sourced and expedited materials from vendors to appropriate sites, submitted requisitions, confirmed purchase orders, and ensured steady flow of materials.
- Advised and supported discipline supervisors, engineers, and maintenance department to validate the availability of material specifications from national and international vendors.

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## CAREER NOTE

**Materials Manager** for Global Industries at Lagos, Nigeria | **Logistics Coordinator** for SAIPEM at Nigeria | **Materials/Logistics Coordinator** for SA Maintenance Contractors | **Materials Controller** for MOSSGAS | **Junior Leader, Sergeant** for South African Defence Force (Logistics Unit - Army & Naval Marines)

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## DIPLOMAS

Project Management; Damelin, 2018 (Current); Logistics Management; Damelin, 2013 | Supply Chain Management; Damelin, 2013

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## CERTIFICATIONS

Project Resource Planning | Project Procurement Planning | Materials management | Logistics Management | Job Safety Analysis (JSA) | Risk Analysis (RA) | Permit to Work (PTW) | Electrical operator (Code 4) (South peninsula Technical College) | Electrician (Westlake Technical college) | Business Code of Conduct | DuPont's Safety Training Observation Program [International Offshore Safety Certificate] | Senior Certificate; Muizenberg High School

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## CERTIFIED COURSES

Total Safety Task Instruction [TSTI] | Total Safety Task Observation [TSTO] | Hazardous Materials Identification [HAZMAT] | OPITO HUET | OPITO BOSIET | OPITO Banksman | OPITO Confined Space Rescue | Working at height | SAP R3 & JDE| Supervisor's Roles and Responsibilities in Safety | South African Navy Fire Fighting | Electrician [NTC 1&2] | Damage & Loss Control | Electrical Operator [CAT 4] | Offshore Survival Certificate [No: SC/SA0058/00154] | Effective Procurement Strategies – Success Motivation International [SMI – USA] | Dynamics of Personal Goal Setting –Success Motivation International [SMI – USA] | Dynamics of Time Management – Success Motivation International [SMI – USA] | SAP R/3 & JDE [Asset/Inventory Management Operating Systems] | Personal Development and Management; Buyers Network Unlimited [BNU] | Safety & Environmental Management Systems | Business Ethics | Export Controls [Commercial Products] | SAP R3 & JDE| Supervisor's Roles and Responsibilities in Safety | South African Navy Fire Fighting School | Electrician [NTC 1&2] | Damage & Loss Control | Electrical Operator [CAT 4] | Offshore Survival Certificate [No: SC/SA0058/00154]