**Edward Curnow 0449234933**

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**CAREER PROFILE**: Quality-driven SAP Master Data Specialist with eight years of industrial experience in the SAP profession.

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**CHARACTER PROFILE**

* Good work ethic and able to handle responsibility.
* Proven success in leadership roles and people management.
* Well developed communication and interpersonal skills.
* Friendly nature and ability to work effectively with a wide range of people.
* Self motivated to continually enhance my skills and remain focused.
* Good planning, organization and time management skills.
* Maturity to work unsupervised, stay on task and use initiative.

**PROFESSINOAL EXPERTISE:**

* SAP Key User - SAP and Maintenance Supervisor - SAP Training
* Asset and Reliability Management - SAP Front end user - SAP Master Data Specialist
* Front Line Problem Solving(AUS) - Project Management - Contact Controller
* Fixed Plant Planner(SAP)

**PROFESSIONAL EXPERIENCE:**

* Electrician Low and High Voltage (SA) - High Voltage Switcher (AUS) - PLC Logic (AUS)
* Installation Electrician (SA) - Basic & Intermediate Contract Controller (AUS) - PM02000 (AUS)
* Rigging and Lifting - Air dryer repairs and maintenance - Hydraulics and Pneumatics.
* Cooling towers (water cooled systems) - Mechanical experience and knowledge - Electrical Apprenticeship
* Ventilation, filtration and ducting systems - Refrigeration & Air conditioning Technician
* Mobile Crane air conditioning systems - Constant humidity and temperature systems
* Fault finding and relevant associated electrical systems
* Maintenance and repairs of Trane Chiller units (Industrial air conditioning units)
* Installation, maintenance and repairs Wall, Split and Central Systems
* Practical refrigeration, installation with commissioning.

**EXPOSURE:**

* SAP - Mastering Lotus 1/2/3 ‘97 - Mastering Freelance’97
* Mastering Approach ’97 - Mastering your P.C.2 - Mastering Netscape Communicator 4
* Mastering Notes 4.1 - Mastering Projects ’98 - Mastering Windows ’98
* Microsoft Office - Projects and Pivot Tables - Typing
* J.D Edwards/ One World - SAP Key User (AUS) - AS4000
* Citrix - Spartial View
* Ramis-Bill of Materials program and integration into SAP
* Microsoft Projects and Gantt Charts - Business Warehouse
* **SAP MASTER DATA SPECIALIST- SAP PROFESSIONAL**-

**LEADERSHIP**:

* Ability to self-motivate, manage own performance, contribute to business outcomes
* Adaptable to ongoing change
* Sound communication skills
* Demonstrated commitment to value-based decision making
* Demonstrated personal commitment to safety

**COMMERCIAL FOCUS:**

* Sound business acumen with a commitment to achieving financially sustainable outcomes
* Able to plan, schedule and manage own time to deliver outcomes in line with business needs and

Sound influencing and negotiation skills

**COLLABORATION AND TEAMWORK:**

* Builds effective partnerships across stakeholders group to deliver results
* Shares responsibility while maintaining accountability

Strong and collaborative team player

**ACCOUNTIBILITY:**

* Action-oriented
* Demonstrated ability to think strategically, delivering sound solutions to complex problems
* Able to think laterally
* Result-oriented with a mindset for continuous improvement
* Embraces, lives and displays vision & values

**CUSTOMER FOCUS:**

* Seek to understand internal and external customers
* I Identify customer service issues and Create customer-focused practices

**DECISION MAKING:**

* Decision-making oriented, able to make sound decisions in an environment of ambiguity and change

Able to make sound judgement through evaluative approach, able to take calculated risks

##### **EDUCATIONAL:**

* LV Rescue (AUS) - Introduction into SAP - Digital Control Systems
* Electrical Engineering Certificate 4 (SA) - Safety Management Observation - Electrical Circuit Schematics
* Personal Protective Equipment - Behavior Based Safety and Representative - Digital Devices
* Confined Space Training & Certification (AUS) - General Electrical Theory - Bearing Failure and Analyzing
* Motor Theory AC and DC - Principles of Digital Control - Troubleshooting
* Measurement of Pressure and Temperature - Automatic Control Process 1 and 2 - Basic Control Instruments
* Practical Electronics - Electrical Production and Distribution

## **ACADEMIC ACHIEVEMENTS:**

* Richards Bay Technical College (South Africa) N4 Distinction pass
* Installation Rules 100% Distinction Pass

**LICENCES/PERMITS:**

* Confined Space (AUS) - Level 2 First Aid(AUS) - Car - Construction White Card

**INDUSTRIES:**

* Mondi Kraft (South Africa) - Pi Logistics- Richards Bay Minerals (South Africa) - One steel(Australia)
* ECL Services-Alusaf Aluminum (South Africa) - MPR Services-Boyne Smelter (Australia) - BHP Billiton-Yandi Iron Ore Mine
* Mondelez-Cadbury - Transfield Services

**Current- Unemployed**

**GrainCorp as a Maintenance Planner.**

**Duties**-

* Planning and Scheduling of all work for Tradesman and external Contractors.
* Purchasing and Invoicing.
* 60 day planning forecast
* Safety.
* Arranging and overseeing Contractors on Site.
* Key Performance Index control and review.
* Reliability of the Plant using Root Cause Analysis

**From December 2014, went back to South Africa and worked in South Africa and came back to Australia in November 2017**

**In South Africa, I ran my own Business and was working as a Supervisor, doing Planning and Scheduling as well as working as an Electrician and Refrigeration Technician and Contract Management. Returned back to Australia in 2017.**

**Transfield Services (Nunawading – Melbourne). 04 November 2013- 28 November 2014.(Redundancy)**

**Position: (Permanent): Power Transmission Planner.**

* Creating Work Packs for work to be carried out on 66KV, 22KV Power Lines, Low Voltage lines and Equipment.
* Mapping out Poles and Switching Zones where repairs/replacement of equipment is required using Spartial View.
* Planning dates for work to be carried out
* Planning Resources to carry out work.
* Apply for NEMS to be issued and approved for work to be carried out by SP Ausnet.
* Plan and apply for Traffic Management Control.
* Ordering of Spares.
* Creating Emergency Action Plans.
* Liaising with External Contractors for the hiring of Equipment and arranging Purchase Orders.
* Keeping Planner updated for work Scheduled and Completed.
* Safety.
* Auditing and KPI reporting
* On Site work Audits and SOP’s and Safety Audits
* Supervision

**WORK HISTORY:**

**Mondelez-Cadbury (Ringwood- Melbourne). 14 October 2013 – 01 November 2013.**

**Position: Cross Functional Planner and SAP Trainer.**

* Setup Training packages for SAP and provide training for all Trade Disciplines, Team Leaders, Frontline Team Leaders(Production) and

Management.

* Planning for Mechanical, Electrical and all disciplines of Contractors.

**Yandi Iron Ore Mine. (BHP Billiton-Western Australia).12 September 2013 – 03 October 2013. (8/6 FIFO Roster)**

**Position: Contractor Maintenance Planner through Scotford & Fennessy.(Contract completed)**

**-** Forward Planning on G-SAP to maintain Work Scheduling of all Plants and all Work Centers and Disciplines for lockdown period until 1SAP

Go live date.

- Manual creation of PM02’s and PRT attachment.

- Schedule and Releasing Work Orders as per Revision Weeks and setting work for day to day work and then Capacity Leveling.

- Printing, sorting of Week Revisions work on day/date range and filing Work Packs.

- Assisting Master Data Team.

**Took Voluntary Redundancy Package from Onesteel in March 2013**

**Australian Tube Mills (One Steel). 07 March 2007 – 20 March 2013**

**Position: Electrical Co-coordinator/Planner and SAP Key User.**

* Successfully Coordinate Maintenance activities for Electrical, Instrumentation and Mechanical work. Manage and lead the Maintenance Team in Systems and Procedures and Supervision of the Team. Issue Work Packs and all relevant Permits for work to be carried out. Target completion was 80%.
* Achieved successful Coordination and Management of work for External Contractors, Work Orders for various disciplines as well as safety and issuing of Site Work Permits, achieving Zero Injuries.100% completion achieved.
* Site Purchasing, invoicing and processing on inbound goods and liaising with Accounts Payable.
* Liaising with all Vendors for quotations and placing Orders as well as sourcing out of Suppliers for setup contracted pricing and new Spares.
* Procurement of Site equipment and materials for successful completion of work.
* Achieved successful critical work identification and implementation of strategies by using “frontline problem solving application” and RCA.
* Maintenance improvement of equipment reliability reduced downtime and cost control against Budget by efficiency identification of equipment becoming obsolete.
* Data collation for age Stock reporting.
* Planning and Scheduling of Normal Maintenance activities and Breakdown activities.
* Material Reorder Point setup and control or through Work Orders and Reservations.
* Ordering of spares and advanced Planning for Preventative, Proactive work.
* Ordering Spares and Planning for Reactive and Breakdown work.
* History capturing and time booking for work carried out.
* Time Management against allocated work.
* Stock issuing from Store and maintaining stock levels and stock take and Inventory controlling especially for critical spares.
* Achieving successful planning, developing the Scope of works and coordination and supervision and management of all Electrical, Instrumentation and Mechanical work for minor and major Shutdowns including Gantt chart (Microsoft Projects and Excel and Pivot Tables) and supplying relevant resources and maintain budget commitment to meet a successful shutdown.
* Organize shut window with Key Stack Holders, this is for routine and major Shutdowns and Project work.
* Review of Shutdowns on completion for any further improvement.
* Meet tight deadlines on any works and monitoring thereof to ensure consistency is kept.
* Providing Engineering and Maintenance Planning for the Department to optimize labor, materials, external services, and costs within budget constraint and meet duration target whilst following Company Procedures and SOP’s.
* Ensuring that effective maintenance and all documentation is maintained and updated.
* Actively participate in Safety Observation Program and Audits.
* Key Performance Index and Reports (KPI Reports) using BW and creation of month end reports for Management.
* Work Flow control and approval of Purchase Requisitions and Invoice Receipting on Standing Purchase Orders.
* Creation of Standing Purchase Orders.
* Setup and Creation of Purchase Orders for long term Contractors.
* Liaised with internal and external personnel on issues for resolution.
* Reliability of Plant equipment and systems by assisting with problem solving.
* SAP training.
* Budget Control and working closely with Maintenance Manager and Budget Analyst.
* Creating and setting up Maintenance Tasks Lists and Maintenance Plans and Strategies and changes where required to accommodate changes in Reliability.
* Creating Functional Locations and deletion where changes are required.
* Creating Assemblies and Bill of Materials.
* Cataloguing of Spares and Equipment.
* Document and Procedure creation.
* Document and Drawing linking (PRT’s).
* Backlog Management review and cleaning up of Backlog.
* Spares Control identification and availability, especially critical spares.
* Checking for duplicate SAP Material No’s and Standardization.
* Create Notifications.
* Creating of WSP’s, JSA’s, Working at Heights Permit, Hot Work, Puncher and Confined Space Permit as well as Isolation Permit.
* Creating and completing of all Work Orders.
* Creation of Subsequent Notifications deriving from outcomes of Preventative Maintenance and Schedule by priority.
* Project Management from start to finish. Setting up and following Shutdown time lines and liaise with Key Stack Holders.
* Successfully chaired a one monthly meeting for advanced Planning and Scheduling and utilization of Resources to achieve 80 % of Planned and Scheduled work completion. Achieved 80% and higher.
* Successfully chaired a weekly Planning meeting with Production and Maintenance teams to ensure Planning meets Production Managers requirements to maintain optimal efficiency of all equipment and minimize downtime.
* Successfully achieved to reduce the Backlog and Non Compliance work by creation of additional PM’s and Ordering and Cataloguing Spares, I managed to reduce the Breakdown % from 25% and higher to less than 10%.
* Successfully achieved a 12/24 month Shut down for Maintenance/Repairs/Upgrades on all Low Voltage Switchgear and Transformers in conjunction with external contractors, shutdown planning, coordination with contractors and shutdown management.
* Problem solving on equipment and implementation of countermeasures to stop reoccurrence and improvement of equipment
* Supervisor and Contractor Management
* Optimal reliability of the Maintenance Department to obtain maximum Production against Manufacturing Planning Schedule
* Resource and Shift Roster setup and allocation of Resources.
* Restructure and reset all routine or scheduled work for Maintenance Team.
* Successfully chose Top 5 Breakdowns each week and concentrated on elimination and non-reoccurrence.
* Successfully implemented Product Line Marking in conjunction with Matthews AUS. Managed Project, costs, implementation and commissioning to completion. ACHIEVEMENT: Was nominated for the One Steel Core Value Awards.
* Continuously ordered Spares from overseas Vendors and Receipted in Foreign Currency and arranged for Accounts Payable to make payments.
* Successfully achieved a cost saving of approximately $200 000.00 by changing MRP Re-order points on Production Raw materials and Spares.

**MPR Services (28-Feb-2006 to 31 January 2007)**

**Position: SAP and Systems Planner/Scheduler.**

* Contracting for Boyne Smelter Limited. (QLD)
* Creation of accurate and achievable Work Schedules using SAP and issued Work Packs.
* Allocation of work within the weekly Schedule to individual Equipment Technicians.
* Ensure availability of spares on time to enable successful completion of Planned work.
* Chair a weekly Planning meeting with Production and Maintenance teams to insure compliance to Schedule can be achieved.
* Chair a monthly Major Activities Planning meeting with Production and Maintenance and update-create the Major activities for Shutdowns and Projects.
* Creation on Gantt Charts for Shutdowns
* Successful Shutdown planning and execution and supervision. Shutdowns always completed successfully with zero injuries.
* Prepare Weekly Report of team KPI’s.
* **SAP EXPOSURE**:
  + Liaising with all Vendors with regards to spares and availability.
  + Update Task Lists and Maintenance Plans.
  + Notifications/ Orders/ Reservations/ Purchase Requisitions/ Task lists
  + Bill of Materials/ Maintenance Plans/ Capacity Levelling, including Operations and Required Assignments.
  + Backlog management. Scheduling and Releasing of work.
  + Cataloguing Bill of Materials.
  + Creation of Task lists.
  + Reviewing and changing of Maintenance Plans, including Task Lists and all Preventative Maintenance.
  + Confirmations and capturing of history for completed work.
  + Creation of Functional Locations and Assemblies in SAP and incorporating all Bill of Materials.
  + Starting of PM’s cycle in SAP and making sure that all Task Lists are attached and if a PRT’s and Drawings linked.
* Technical Writer
* Creating SIR’s

**ECL Services Africa.** **01-Sep-2005 to 15-Feb-2006**

**Position: Electrical Technician**

* Duties include Quality control, Electrical design and implementation, supervisory, Estimation on contracts and setting up of proposals and co-ordination of this, technical support to our customers with regards to work required and spares and problem solving and solutions and improvements. SAP and AS400 is used to a great extent in this position.
* Improvement and Redesign of Electrical Systems on Cranes.
* Implementation of New Designs and Testing and Commissioning.
* Crane Safety Circuits Monitoring and Redesigns and Improvement.
* Servicing of Crane Electrical and Electronic Systems as well As Hydraulic Systems.
* Software Installation and Programming.
* Support to Customer on Crane Breakdowns or Failure.

**PiLog IT Content and Solutions. 01-Oct-2004 to 26 August 2005**

**Contractor-Richards Bay Minerals**

**Position:** Bill of Materials Data Analyst/Consultant.

Ramis and SAP Bill of Materials

* Compiling Bill of Materials on Electrical, Mechanical, Instrumentation and Boiler Making Disciplines.
* Software Integration with End User's Software (SAP).
* Training on Software to SAP End Users.
* Successfully Interfaced Data between both Software Systems.
* Removing Duplicate Bill of Materials and standardized SAP material numbers..
* Creation of New Bill of Materials for existing equipment to stop manual requisitions being placed without checking stock.
* **Achieved a saving of R10 000 000.00 on the Project**

**Self Employed: 02-Feb-2004- 30-Sep-2004: Contracting Electrician.**

* Electrical Installations at Domestic and Industrial Sites (High Voltage and Low Voltage), Testing and Issuing Certificate of Compliance.
* Wiring Of And Installing And Commissioning New Electrical Equipment.
* Panel Wiring As To Specifications.
* Breakdown and Repairs to Faulty or Failed Electrical Equipment.
* Occupational Health And Safety

**Mondi Kraft Richards Bay. 08 January 1993 to 30 January 2004.**

**Positions:**

* Electrician
* Air conditioning and Refrigeration Technician
* Supervisor
* Electrician Senior Artisan
* Electrical Technician

**Mondi Kraft. Richards Bay, South Africa. 20 August 1990- 08 January 1993**

**Position**: Apprentice Electrician