



AZLAN BIN AWALUDIN

PERSONAL PARTICULARS

Full Name : Azlan Bin Awaludin
Date of Birth : 1st April 1971
Address : B302 Tingkat 3 Block B
Pangsapuri Sri Impian,Ukay Perdana, Ampang,Selangor
Nationality : Malaysian
Contact no : +6014 221 6571
Email : azlan1471@gmail.com
Hobbies : Traveling, reading, music & try new things.
Language : Fluent in English & Bahasa Malaysia

Objective

To obtain a position in which I can use my work experiences, strong interpersonal skills and to promote company goals while pursuing advancement opportunities based on my performance and contribution to the organization.

Computer Skills

- Microsoft Office (Word & Excel)
- ORACLE
- Peachtree
- SAP
- Office Central

Languages (Proficiency: Best=10 - Worst=1)

Language	Spoken	Written
English	8	6
Bahasa Malaysia	10	8

Personal Skills

- Proven ability to communicate in English and Malay language.
- Proven in utilizing computing technology.

Positive Personal Traits

- Able to interact in comfortably with all level people
- Hardworking, initiative and have sense of responsibility.
- Willing to accept advice and tolerate with other people.
- Pleasant and cheerful personality.
- Will give a fully commitment to any duties and instructed by the company.

Education History

1979 – 1985	:	Sekolah Rendah Jenis Kebangsaan (China) Ping Ming
1985 – 1987	:	Sekolah Menengah Laki-Laki Methodist Sentul Kuala Lumpur
1987 – 1989	:	Sekolah Menengah Vokasional Setapak Kuala Lumpur

Extra –Activities

Active in sport : **Football, Futsal and Travel**

Career Experience

Employer : **APM Auto Part Manufacture Sdn Bhd**
Industry : Spare Part
Year : 1990 – 1992
Position : Storekeeper

Responsibilities

- Drive forklift to offload goods arrive from lorry
- To ensure that spare parts received in good condition and check quality of the product
- Update stock card for the items in and out from the store
- Daily stock check to ensure stock at level condition
- Housekeeping to ensure the working environment in good condition
- To monitor stock level and inform Supervisor for replenish stock
- Assist Supervisor to make replacement order of parts

Employer : **Malaysian Airline System Sdn Bhd**
Industry : International & Domestic Freight Cargo Services
Year : 1992 – 2000
Position : Acceptance and Store Clerk

Responsibilities: Acceptance Clerk

- To ensure the cargo in good condition before receiving with documentation attached.
- Take dimension and weight of cargo for billing purpose to agent
- Check cargo manifest to ensure cargo packed before ETA
- To provide agent the pallet and container for loading work activities
- To ensure document signed after completed packing
- To ensure the pallet and container tied properly
- Label flight number to the container and pallet to ensure the cargo sent to the correct destination.

Responsibilities: Store Clerk

- Check manifest from Load Control Department for loading and packing of the cargo
- Coordinate Forklift Driver to pick up the cargo at the location once cargos manifest received.
- Check to ensure the cargo not damage during loading and also count number of pieces of cargo that stated in manifest.
- Ensure cargo delivered to destination as per manifest.
- Make a report to Cargo Supervisor for any damage or missing of cargo during the loading work.

Employer : **Allied Marine & Equipment Sdn Bhd**
Industry : Oil & Gas
Year : 2000 – 2007
Position : Purchasing Cum Logistic and Storekeeper

Responsibilities: Purchasing

- To ensure that the requested equipment, parts or material shall meet the standard requirement
- Shall apply to purchase of all product & services including the one related to diving equipment parts and accessories.
- To sourcing and selection of supplier with minimum 3 quotation
- Generate the purchase order and work order based on the approved by General Manager.
- To monitor of purchased items and product delivery
- Follow up time to time with vendor to ensure items delivered and arrived without any damage
- Discuss and planning with Workshop Manager each items purchased to ensure material & equipment follow specification and standard diving requirement
- Report to Workshop Manager for any equipment and items damage during received

Responsibilities: Logistic Coordinator

- Responsible for handling and arranging transportation of equipment Mob & Demob.
- Coordinate with appointed agent or forwarder for any custom clearance of equipment incoming/outgoing
- Prepare packing of cargo for shipping and assist Workshop Manager in loading of equipment
- Prepare Shipping Invoice and Delivery Order
- Monitoring and coordinate with forwarder to ensure the equipment arrived at delivery point
- Travel outstation to assist with Company's operations and logistic
- To keep cost reduced at all times and ensure compliance to the procedures
- To monitor and keep track of rental equipment
- Report to Workshop Manager the progress of activities

Responsibilities: Storekeeper

- Purchase Order (P/O) will be given to Storekeeper to check and ensure goods match with D/O.
- To signed and stamp the D/O and acknowledge receipt each items that follow the requirement & specification
- Items rejected need to follow up with fax and relevant action to return and replace the items that do not follow specifications or requirements
- Storekeeper will attach the P/O and D/O submits to Workshop Manager for further action.
- The Items will keep in store and update the system stock card before sending to project site.
- The originators need to fill up the Equipment Requisition Form (ERF) to request items from store before items release.
- To monitoring and improving control procedures and maintained store to ensure that it functions smoothly
- Daily tool box meeting with Workshop Manager
- Reported to the Workshop Manager on the regular basis regarding the demand of items so that the future orders can be made accordingly
- Filing DO and EMO (equipment movement order) follows ISO standard

Employer : **Offshore Subsea Works Sdn Bhd**
Year : 2007 – 2013
Industry : Oil &.Gas
Position : Procurement Executive

Responsibilities

- To ensure that the requested equipment, parts or material shall meet the standard requirement of project
- Shall apply to purchase of all product & services including the one related to diving equipment /parts and accessories.
- Send Request For Quotation (RFQ) to sourcing and section of supplier with minimum 3 quotation after receive Material Requisition (MR) from project team
- To monitor RFQ daily to ensure quotation receive before closing date given by project team.
- To plan and monitor purchasing activities to ensure goods/items receive according to P/O and check quality of the product
- Follow up and coordinate between suppliers to provide info/details/technical specification required.
- To support project team and ensure smooth running activities
- To ensure goods deliver and arrive at delivery point without any delay
- Coordinate with logistic department for the activities pickup and return of items
- Ensure to inform vendor the rental equipment return after project completed
- To assist and work together with Procurement Assistance Manager to get better planning for each Material Requisition (MR) that has been submit to Procurement Department.
- To keep cost reduced at all times and ensure compliance to the procedures
- Update received items/goods (DO/ or Invoices) in Oracle System
- Copies P/O & D/O to account department to prepare payment and ensure the original P/O is filing in Procurement Department filing system and meet the ISO standard.
- To travel outstation to assist project operations during Mob & Demob
- Take apart vessel dry docking activity via monitoring purchasing/logistic

Employer : Alam Hidro (M) Sdn Bhd
Year : 2013 – 2014
Industry : Oil &.Gas
Position : Procurement /Logistic cum Storekeeper

Responsibilities Expeditor/ Purchasing

- To ensure that the requested equipment, parts or material shall meet the standard requirement of project
- Shall apply to purchase of all product & services including the one related to diving equipment /parts and accessories.
- Send Request For Quotation (RFQ) to sourcing and section of supplier with minimum 3 quotation after receive Material Requisition Form (MRF) from project team
- To monitor RFQ daily to ensure quotation receive before closing date given by project team.
- To plan and monitor purchasing activities to ensure goods/items receive according to P/O and check quality of the product
- Follow up and coordinate between suppliers to provide info/details/technical specification required.
- To support project team and ensure smooth running activities
- To ensure goods deliver and arrive at delivery point without any delay

Responsibilities Logistic Coordinator

- Responsible for handling and arranging transportation of equipment Mob & Demob.
- Coordinate with appointed agent or forwarder for any activity of equipment incoming/outgoing for the project
- Packing of cargo for shipping and Prepare Shipping Invoice and Delivery Order
- Monitoring and coordinate with forwarder to ensure the equipment arrive and return at delivery point
- Travel outstation to assist with Company's operations and logistic matter
- To keep cost reduced at all times and ensure compliance to the procedures
- To monitor and keep track of rental equipment so that can keep track duration period rental
- To ensure equipment return without missing parts during Demob
- Prepare documentation for every equipment/items in/out to project site
- Keep updating management/project team movement of project equipment

Responsibilities: Storekeeper

- Purchase Order (P/O) will be given to Storekeeper to check and ensure goods match with D/O.
- To signed and stamp the D/O and acknowledge receipt each items that follow the requirement & specification
- Items rejected need to follow up with fax and relevant action to return and replace the items that do not follow specifications or requirements
- Storekeeper will attach the P/O and D/O submits to Warehouse Manager for further action.
- The Items will keep in store and update the system stock card before sending to project site.
- The originators need to fill up the **Equipment Requisition Form (ERF)** to request items from store before items release.
- To monitoring and improving control procedures and maintained store to ensure that it functions smoothly
- Daily tool box meeting with Warehouse Manager
- Reported to the Warehouse Manager on the regular basis regarding the demand of items so that the future orders can be made accordingly
- Follows ISO standard for safety environment around warehouse
- To ensure stock level well controlled and recorded
- Maintain stock record and housekeeping

Employer : **Althamis Marine Sdn Bhd**
Year : 2014 – 2015
Industry : Oil &.Gas
Position : Procurement /Logistic cum Storekeeper

Responsibilities Expeditor/ Purchasing

- To ensure that the requested equipment, parts or material shall meet the standard requirement of project
- Shall apply to purchase of all product & services including the one related to diving equipment /parts and accessories.
- Send Request For Quotation (RFQ) to sourcing and section of supplier with minimum 3 quotation after receive Material Requisition Form (MRF) from project team
- To monitor RFQ daily to ensure quotation receive before closing date given by project team.
- To plan and monitor purchasing activities to ensure goods/items receive according to P/O and check quality of the product
- Follow up and coordinate between suppliers to provide info/details/technical specification required.
- To support project team and ensure smooth running activities
- To ensure goods deliver and arrive at delivery point without any delay
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- Responsible for handling and arranging transportation of equipment Mob & Demob.
- Coordinate with appointed agent or forwarder for any activity of equipment incoming/outgoing for the project
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- Monitoring and coordinate with forwarder to ensure the equipment arrive and return at delivery point
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- Follows ISO standard for safety environment around warehouse
- To ensure stock level well controlled and recorded
- Maintain stock record and housekeeping
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Employer : **KL Petrogas Sdn Bhd**
Year : 2015 – Present
Industry : Oil &.Gas
Position : Senior Procurement Executive

Responsibilities Expeditor/ Purchasing

- To ensure that the requested equipment, parts or material shall meet the standard requirement of project
- Shall apply to purchase of all product & services including the one related to diving equipment /parts and accessories.
- Send Request For Quotation (RFQ) to sourcing and section of supplier with minimum 3 quotation after receive Material Requisition Form (MRF) from project team
- To monitor RFQ daily to ensure quotation receive before closing date given by project team.
- To plan and monitor purchasing activities to ensure goods/items receive according to P/O and check quality of the product
- Follow up and coordinate between suppliers to provide info/details/technical specification required.
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- To ensure goods deliver and arrive at delivery point without any delay

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- Travel outstation to assist with Company's operations and logistic matter
- To keep cost reduced at all times and ensure compliance to the procedures
- To monitor and keep track of rental equipment so that can keep track duration period rental
- To ensure equipment return without missing parts during Demob
- Prepare documentation for every equipment/items in/out to project site
- Keep updating management/project team movement of project equipment

Course Attended

- MS ISO 9001:2000 on 7-9th October 2003
- Internal Auditor on 2-3rd November 2004
- Effective Report Writing Skills on 28th Jan & 11th Feb 2006
- Right Procurement Skills In Increasing Company Profitability on 30th & 31st Mar 2006
- Kirby Morgan Dive System, Inc. – Maintenance & Repair Technician Course – Dec 2007
- Business Communication English 2008.
- ISO 14001- OHSAS 18001 Course – March 2009
- Influencing & Negotiation Skills – 23rd & 24th June 2010
- GST In-House Training 24th – 26th Mar 2015
- NIOSH (OGSP) 2017

Additional Comments

I am looking forward for more valuable future to develop my career path.

References:

.Huzni Mokhtar Bln Mohd Mokhtar

: Assistance General Manager - Alam Hidro (M) Sdn Bhd

Tel : +6019 220 7958

Farizuddin Aman

Position : Chief Executive Officer – Anticorrosion Protective System (M) Sdn Bhd

Tel : +6012 234 0472

Riduan Bin Hashim

Position : Engineer – PBJV Group Sdn Bhd

Tel : +6012 967 7762

Miscellaneous

Availability : One week

Expected Salary : RM3, 500.00