**Meshal Al Khaldi**

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**Summary**

**Highly qualified Operations and Logistics Coordinator with experience in both manufacturing and oil industry. Experienced in supervising and coordinating activities of everyday production and maintenance. Ordering and maintaining inventory of operations spare parts, and work closely with the Plant Manager, Run Plant Engineer, and other important Operations and Maintenance team members to achieve all customer expectations.**

**Skills**

5S and Lean manufacturing | SAP system PR's & Order MRO Material | Procurement | Inventory Management | Project Coordination | Microsoft Excel | Total Productive Maintenance (TPM) | Continuous Improvement | Organization and Prioritization | Data Analysis & Reporting | Troubleshooting & Problem Solving

**Experience**

**Dupont**, Jubail

*Operations Activity Coordinator/ Gate keeper / Purchasing*, 07/2017-Present

* Ensure spare parts programs are setup and managed within the department. Maintaining inventory programs and order spares as necessary.
* Ensure work notifications are clearly defined, scheduled, and completed in a timely manner.
* Routes work requests originating within the Plant to the appropriate work group or service provider.
* Maintain/Manage the department Maintenance work order backlog.
* Ensures appropriate resources are allocated to perform the tasks.
* Manage active planned work and if necessary to reroute resources as needed.
* Manage and maintain department maintenance integrity program (DuPont MIQA).(Visual Inspections, Internal Inspections, PM Programs, Critical Instrument Calibrations)
* Communicate maintenance activities for the department and coordinate external contractors as needed.
* Maintain functionality of OPD and the various tools within. (MTL, Logbook, WebRTMS)
* Maintain MTL scheduled activities and manage critical task assignments.
* Ensures related Operate Plant, Maintenance and other appropriate work processes are followed. Provide beneficial coaching when necessary.
* Develops, Coordinates and Maintains Shutdown activities.
* Active member of departmental improvement teams.

**Dupont**, Jubail

*Senior Logistics Coordinator*, 11/2015-07/2017

* Stocked materials according to a prescribed inventory system.
* Received, issued, shelved, picked, and dispatched goods.
* Handled delivery documentations and preparation of delivery and maintained proper records for Stores.
* Processed appropriate documentation for stock movements on daily basis.
* Conducted physical inventories of stocks and maintained a high standard of cleanliness and security in the warehouse.
* Loaded & Unloaded materials from trucks and unpacked incoming goods and wrap and pack outgoing goods.
* Operate forklift to facilitate movement of materials/stocks.

**Schlumberger**, Dhahran

*Warehouse Supervisor*, 06/2006-11/2015

* Warehouse Leader import, export, and PO
* Site logistics import and export
* Supply chain PR/PO

**Projects and Achievements**

* Lead spare parts for maintenance segment of membrane project (01/2018)

Building new WH and made a system and tracking /min-max/ looking for vendors to provide all spare parts locally and international for first membrane producing project in KSA)

* Chemical chart for operation usage (01/2017)
* Controlling / reducing the cost of raw material (06/2016)
* 5s project at DOW plant (01/2016)
* Initiate and implement DOW Site logistics process and procedures (11/2015)
* 5S project in Schlumberger for controlling Eng at Rigs (06/2014)

**Education**

Electrical Technician, 2004, Technology Dammam College, Saudi Arabia

**Courses**

Create Notiﬁcation (ECC & Portal) (2016), Dupont, Jubail

Create and Edit Value Added Work Order - MCR (2016), Dupont, Jubail

Global Management of Life-Critical Fall Prevention Guards Work Practice (2015), Dupont, Jubail

Basic Electrical Safety (2016), Dupont, Jubail

Procedure Writer Series: Basics of Writing Eﬀective Procedures (2015), Dupont, Jubail

**Languages**

Arabic / Native

English / Proficient