

# ALEJANDRO KABILING

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Western Ruwais Sheik Khalifa Road, Ruwais City, ABU DHABI,



## PROFESSIONAL SUMMARY

Experienced **Plant Material Coordinator** with more than 10 years of combined expertise in material management, warehouse operations, SAP transactions, and plant operations support in the oil & gas sector. Strong background in inventory monitoring, goods receipt processing, chemical handling, and coordinating material flow for production. Recognized for integrity, adaptability, and problem-solving skills. Seeking a role where technical knowledge and operational discipline can support efficient plant and supply chain performance.

## CORE COMPETENCIES

- SAP / MIGO / Process Orders
- Inventory Monitoring & Material Reservations
- Goods Receipt & Consumption Posting
- Chemical Handling & Batch Preparation
- Operations Stock Control
- Documentation & Reporting
- Safety & HSE Compliance
- Microsoft Excel & Word
- Team Coordination & Communication

## PROFESSIONAL EXPERIENCE

### **Plant Material Coordinator – Oil & Gas (Borouge International)**

#### **AL Mansoor Enterprises LLC (2016–2019) IMECO Abu Dhabi (2020–Present)**

- Monitor inventory levels, determine reorder needs, and maintain accurate material records.
- Manage SAP material reservations, MIGO transactions, and resolve IDOC errors.

- Execute daily issuance and posting of raw materials and chemicals to SLOC feed bins.
- Verify deliveries, packing lists, and COAs to ensure accurate material handovers.
- Process goods receipts and prepare monthly operational and consumption reports.
- Coordinate delivery of materials to workstations and support chemical/additive transfers.
- Prepare PTW permits, certificates, and monthly schedules for forklift operators.
- Handle packaging, loading, and dispatch of NOG/SOG polymers and waste materials.
- Ensure compliance with safety and quality assurance standards.

## **Warehouse Technician**

### **Manila Water Co., Inc. / Anden Construction (2010–2014)**

- Streamlined warehouse storage for efficient receiving and dispatching.
- Processed bills of landing, work orders, and shipping orders.
- Performed daily data entry for receiving and issuance reports.
- Conducted random physical inventories and monitored stock levels.
- Managed document control, filing, and retrieval of records.
- Monitored warehouse stock levels to ensure safe and timely issuance.
- Maintained accurate document records and updated control logs with consistency and attention to detail.
- Prepared weekly and monthly warehouse stock movement reports.

## **Stock Associate**

### **SM Department Store, Philippines (2009–2010)**

- Coordinated replenishment of defective or missing items.
- Maintained accurate inventory records and organized merchandise.
- Supported sales team in stock monitoring and discrepancy resolution.
- Maintained an orderly storeroom, optimizing space utilization and product accessibility.

## **EDUCATION**

### **Computer Electronics Technology**

Advance Digital Science Institute (ADSI), 2007–2009

### **Secondary**

Del Carmen High School, 2001–2006

### **Primary**

Sta. Rita Elementary School 1996-2001

## **SAFETY COMPLIANCE**

- Participate in the departmental safety, health and housekeeping meetings, plant inspection tours and ensure proper implementing of Borouge's policies in safety, health, and environment.
- Adhere to all safety, fire and security rules and regulations, including the use of protective clothing and equipment to ensure that all personnel working in his area comply with safety procedures.
- Carry out assigned Operational work safely to assigned standards in line with Standard Operating Procedures (SOP's).
- Log operating incidents and discuss incidents with the Supervisor to ensure efficient running of the operating units.

## **TRAINING & CERTIFICATIONS**

- Gas Testing Training (Awareness) – Oct. 23, 2019
- Basic Firefighting (Awareness) – March 08, 2020
- SAP Raw Material Reporting & Consumption Training
- Fluidized Bed Operation Training – October to November 2020
- Certificate of Recognition – Borouge Plant Shutdown Support-January to February 2019
- Certification of Achievement – Fluidized Bed Polymer Melting-November 2020
- Certificate of Appreciation – Profit Improvement Program (SOG/NOG)-Issued May 2022

## **PERSONAL INFORMATION**

Nationality: Filipino

Languages: English, Tagalog, Basic Arabic

Civil Status: Married

Religion: Church of Christ (Christian)

Height: 5' 7"

Civil Status: Married

## **CHARACTER REFERENCE**

Mr. Rodolfo JR. Yamson  
Senior Specialist, Process Engineering (PE)  
Contact# +971 50 4393727

Mr. Joseph Diwa  
Senior Analyst, Business Process (Operations)  
Operations Excellence  
Contact# +971 50 7803745

Mr. Vincent Abesamis  
Sr. Panel Operator (PE 4/5)  
Contact#+971 56 1921760

I hereby certify that the above information is sufficient and correct.

A handwritten signature in blue ink, consisting of a large, sweeping loop that encloses the initials 'A/k'. A long horizontal stroke extends from the top of the loop to the right.

**ALEJANDRO L. KABILING**  
Applicant