



Muhammed Usman

Control Room Supervisor, Lubricants

PROFESSIONAL EXPERIENCE

Blending Operations Planning

- Assisting/Planning of Lubricant production and preparation of weekly and daily Blending and filling plans.
- Planning manpower distribution in lube blending section accordingly to daily production schedules and ensures proper allocation of manpower to each section at the start of shift each day.
- Ensuring availability of all the required resources for execution of weekly and monthly production and blending plans including availability of the base oils, additives etc. in required quantities. Coordinates with relevant personnel in Lubricant Operations department in case of shortage

2010 – Present

ADNOC Distribution

Lubricant Operation Department

Blending Operations Management

- Performing the blending of the lube and grease products via ABBCS computerized production system including controlling addition of raw material, shutting down and starting pumps, boiler feed to kettle etc.
- Ensuring that blending kettles are clean and flushed out before changing the product as per compatibility matrix guidelines and obtains necessary laboratory quality control approval for the new line sample before starting any blending of new grades.
- Constantly monitoring and checking on the ABBCS and all the gauges pressure, temperature, weight etc. of the kettle are properly functional and within limits during the blending operations.
- Overseeing the daily dip taking of the base oils and additives storage tanks by using the calibration record for each tank to check the volume and temperature, in order to calculate the correct quantity to ensure that there are sufficient materials available to meet requirements.



Abu Dhabi, UAE



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PRO SKILLS

EXCEL

SAP/ERP

POWER POINT

SRVA

CERTIFICATIONS

- Authorised Gas Tester (AGT)
- Safe Work Practices in Plant
- Ship Handling of Petroleum
- Manual Handling (International)
- Work Management System (WMS)
- Advanced Fire Fighting & First Aid
- ISO 17025 Standard Awareness
- HSE Framework & Energy Management
- Job Safety Awareness Program
- Static Electricity
- Handling, Storage & Safe Use of Hazardous Substances

PROFESSIONAL ACHIEVEMENTS

- Focal point during the switchover and implementation of SAP with a successful launch in Production System
- HSE Employment of the month Twice in the year 2022
- Rated as Excellent Employee from last 5 years in Year End ratings

PROFESSIONAL EXPERIENCE

2010 – Present

ADNOC Distribution

Stock Reporting to Finance

- Getting physical stock by dip and calculating it to liter and conversion of it to kg by the help ASTM tables and calibration table of tanks.
- Reconciling it with system stock
- Reporting it to finance.

Logistic Coordination

- Checking the requirement of base oils.
- Coordinating with Transporters to place tanker to required place for upliftment.

PART TIME JOB EXPERIENCES

January 2009 – February 2006

IDEX Exhibition

Sales Executive / Data Entry Operator

- Preparing Account Records by Entering Accounts Data.
- Ensuring Timely Completion of Day-to-Day Exhibition Arrangements.
- Timely Receipt of Client's Payments.

November 2006 – December 2006

GITEX Dubai

Sales Executive for Nokia Brands

- Handling Customer Care Queries.
- Dealing with Customers.
- Introducing the new model to customers to achieve sales target.

ACCADEMIC QUALIFICATION

- **Bachelors in business Administration, Pakistan**

Karachi University, On-going

- **Federal Board of Education, ISLAMABAD, Pakistan**

Higher Secondary School Certificate (Science) 2007 – 2008

Institution: Sheikh Khalifa Bin Zayed Arab Pakistani School, ABU DHABI, UAE

- **Certified course in Hardware Assembling & Maintenance**

System Computer Information Technology Institute, Abu Dhabi (2005)

COMUNICATION SKILLS

- Fluent in English (Speaking, reading and writing)
- Fluent in Urdu (Speaking, reading and writing)
- Proficient in Arabic (reading & speech)

REFERENCES

- Available on Request