

Stephen Peter Roberts

**9 Donath View, Landsdale
Perth, Western Australia**

EMAIL - strest-2@hotmail.com

+61400730130

CAREER OBJECTIVE

To hold a key position of responsibility within an organisation that allows me to make a significant contribution through my experience and performance.

Area of Expertise – OFFSHORE / ONSHORE MATERIALS / INVENTORY CONTROL

SKILLS ON/OFFSHORE MINING

Supply

Experienced in the management of a Mine Site Store & Offshore Installations performing functions:

Issuing, receiving and binning of stock

Unloading / loading trucks

Monitoring reagents and other consumable fuels

Monitoring of Stock levels - Stock takes

Computer use for obtaining Stock data, Data entry, preparation of requisitions

Ensuring a well organised Store area including maintaining stock levels and storage of hazardous chemicals

Store setup and design

Cataloguing / New Card Creation

Manifesting

General housekeeping

Staff Supervision

Purchasing

Experienced in the purchasing functions of a Mine Site Store with prior responsibilities being:

Purchasing of weekly reorders

Ensuring adequate stock levels are maintained

Sourcing and Purchasing of direct goods

Monitoring and Negotiating supplier pricing

Sourcing of new suppliers

Expediting overdue orders and correction of errors in Dispatch

*Ensuring best price, back up service, timely delivery of inventory is achieved from suppliers at all times
Control of associated documentation generated via the Purchasing function*

Administration

Previous experience in Site Clerk duties has been gained with the following responsibilities being:

- Arranging and confirming of flight rosters*
- Collating of incoming correspondence and its distribution*
- Collating of data and the preparation of monthly & end of Financial year returns for - diesel fuel rebates, camp movements, safety stats, accruals, invoicing of Contractors for diesel usage, data entry and control of associated paperwork flow*

Computer skills

Experienced in the operation of Excel, Access and Windows XP, Microsoft Office, SICS, EMPAC, PRONTO, MAINPAC, SAP V3, IVARA, IFS and MAISY Inventory packages. Capable of learning new systems within a minimal time frame.

SKILLS FINANCE

Summarized Duties of 18 Years

Various positions held with the same Financial Institution commencing when I left school:

- Accounts payable and Receivable*
- Bank and Suspense account reconciliation's*
- Stamping and lodgment of legal documentation*
- Attending financial settlements*
- Assessment and recommendation of financial transactions*
- Preparation of monthly, quarterly and annual returns*
- Contract management*
- Liaising with Legal practitioners and preparation of legal documentation*
- Staff supervision*

Communication & Interpersonal

Strong written and oral communication skills have been achieved from involvement within the finance sector:

Completed courses in TACT, Effective Communication, Interviewing Techniques and also Financial Analysis, Business failure

*Competent in preparation and presentation of complex reports
Capable of managing time effectively and pride myself on a high level of organisational ability*

Capable of effectively working within a team environment or as an individual
Strong mentoring skills and ability to lead by example
Professional attitude and willingness to share knowledge with other team members
Experienced and confident in the operation of various computer systems including Excel, Windows XP & Inventory Packages (SAP, EMPAC, IFS, IVARA, MAISY) capable of learning other systems with minimal training.

GENERAL

Licenses

*Currently hold: C Class
HR-B Class*

Other

*Currently hold: OPITO Accreditation (HUET) – BOSIET- 8/2019
IMDG*

Personal Attributes: *Professional work ethics
Willingness to share skills and experience
Flexible with a Can Do Attitude
Keeping the Safety of Myself and Others as a PRIORITY
Strong Administration and Problem Solving Ability
Capable and willingness to take on new challenges*

WORK EXPERIENCE

Odfjell Drilling

Offshore Senior Material Controller (International)

Deepsea Metro 1 Drillship 6th Gen

3/2011 – 8/2016 (28/28 Rotation) currently layed up in Labuan Malaysia

Due to industry downturn, re employment on DSM1 has been done through agency since 2016.

Duties – *employed to manage the warehouse of the DrillShip Deepsea Metro 1. Joined the rig from project startup in HHI Shipyard Korea and was involved with initial ordering, warehouse design, receipt / control of spares delivered to dock side and binning in warehouse. Ongoing duties include preparing of purchase requisitions through Maisy, cataloguing / creation of new stock cards – min and max order points setup / review and inventory maintenance, cycle counts, receiving of spares and issuing, manifesting of backloads, attending daily meetings, housekeeping, participation in safety programs and setting workload and supervision of additional*

Storekeepers. Additional duties include reviewing open purchase orders / purchase requisitions and liaising with buyers in expediting, liaising and assisting Chief Engineer / TSL with maintaining daily purchasing budget, assisting other onboard Supervisors with status of outstanding orders. Strong multitasking skills are a requirement of this role.

Seadrill

Offshore Senior Material Controller

“West Polaris” (Brazil)

Transferred to Newbuild DrillShip 6TH Gen

2/2008 – 9/2010 (28/28 Rotation)

Duties – employed to manage the warehouse of the DrillShip West Polaris, drilling in Brazil. Joined the rig from project startup and was involved with initial ordering and warehouse design/setup in Korea for 3 months at which time I was sent to Singapore to work at Altus Warehouse preparing the transfer of equipment to the rig (Receipts, Physical Check for Compliance, Tagging, Binning and Location Creation .Duties included preparing of Purchase Requisitions through VAM/ IFS, Cataloguing / creation of New Cards and Inventory Maintenance, Cycle Counts, Receiving and Issuing, Manifesting, Muster Duties, Attending Daily Meetings, Housekeeping, Participation in Safety Programs and setting workload for Night Storekeepers. Additional duties included maintaining Min/Max levels, reviewing Open Purchase Orders / Purchase Requisitions and liaising with buyers in expediting, liaising and assisting Chief Engineer / TSL with maintaining Daily Purchasing Budget, assisting other onboard Supervisors with status of outstanding Orders via Global Tracking and any other duties required in order to maintain a safe and efficient Rig Warehouse, Strong multitasking skills are a requirement.

Seadrill

Offshore Storeman “CHIKYU” (Drill Ship) (Kenya, Australia)

10/2006 – 2/2008 (28/28 Rotation)

Duties - employed to manage the warehouse of the Japanese Scientific Research/ Drill Ship Chikyuu. Inventory level was controlled using the Japanese Inventory system IVARA with requisitions created via Excel Spreadsheets. Accountabilities include maintaining adequate stock levels for ongoing operations, liaising with buyers (local and overseas) to expedite orders on a timely basis, preparing Manifests and servicing internal customers for parts requirements, Housekeeping and Participation in SMS (Observation Cards).

Additionally, as the ship was never setup for commercial Oil Drilling operations, a significant amount of time has also been spent setting up the warehouse to accommodate drilling spares and consumables – this was still ongoing.

It should be noted that Seadrill was only hired for this rig to fulfill work obligations and assist the Japanese in training crew for eventual Drilling operations on their own.

The warehouse was on a current conversion from a Japanese Inventory package to the Seadrill Inventory package.

Maersk

**Offshore Logistics Coordinator Nan Hai V1 (Semi)(Australia)
4/2006 – 10/2006 (21/21 Rotation)**

Duties – employed to manage the warehouse of the Offshore Installation Nan Hai V1. The inventory level was controlled using Companies' global Inventory system SAP V3. Accountabilities include ongoing reduction of inventory levels and transfer of obsolescence & overstock items and monthly inventory counts. Other duties include maintaining adequate stock levels for ongoing operations, ordering in a timely manner by using SAP global procurement database system. Liaising with buyers (local and overseas) to expedite orders on a timely basis, preparing Manifests and servicing internal customers for parts requirements, Housekeeping and Participation in SMS (Observation Cards).

This role also required me to be involved in the weekly Drills as controller of the Muster ensuring correct numbers are present and assisting with the donning of life vests etc.

It should be noted that Maersk was only hiring this rig to fulfill work obligations. The warehouse was on a current conversion from a Chinese Access Inventory package to the SAP V3 package – we had personnel involved with stock checking who came under my supervision.

Transocean

**Offshore Materials Coordinator Sedco 703 (Semi)
3/2003– 4/2006 (21 /21 Rotation)**

Duties – employed to manage the warehouse of the Offshore Installation Sedco 703 Semi Submersible. Inventory level at that point of \$1.2m AUD was controlled using Companies' global Inventory system EMPAC, previous system SICS. The system enables a virtually paperless operation from creation of Work order to Requisition to receipt binning. Accountabilities included ongoing reduction of inventory levels and transfer of obsolescence & overstock items and monthly inventory counts. Other duties included maintaining adequate stock levels for ongoing operations, ordering in a timely manner by using the Empac's global procurement database system and liaising with buyers (local and overseas) to expedite orders on a timely basis, preparing Manifests and servicing internal customers for parts requirements, Daily Reporting of Inventory Issues and Receipts and Warehouse Inventory Status, Housekeeping on a Daily Basis, Participation in SMS (Observation Cards).

Northshore Distributors

Store person

7/2000 – 3/2003

Duties - Employed to control incoming stock and to service customers via picking, packing and dispatching orders. Preparation of consignment notes, dangerous goods shipping documents & arranging transportation. Monitoring stock levels (1200 line items), stock rotation, conducting stock takes, assisting with purchasing requirements and maintain the store area in a safe and clean manner. I am the sole operator in the warehouse.

Drillcorp Western Deephole Drilling

Senior Stores Expeditor

1998 - 2000 (made redundant along with 40 others)

Duties - Employed to maintain satisfactory stock levels for the Perth workshop and for Drill Rigs out in the field. The position involved the completion of requisitions for drill fleet in both the Diamond & RC Divisions and ensuring timely and safe transportation of the goods to site. The operation had approx 50 rigs of which 90% were in constant operation. My role also included performing half yearly and yearly stock takes as well as maintaining the overnight service of forwarding critical items to drill rigs on a daily basis. General forklift duties such as loading and unloading freight trucks were also undertaken. Issuing items to workshop fitters and other workers on a daily basis, assisting with loading & freight co-ordination of equipment to Tanzania, office maintenance including collation and filing of requisitions/orders and expediting of outstanding orders, supervision of another Store person under my control.

Bounty Gold Mine

Contract – 1997 - 6 Months

Duties - Employed as a night shift cleaner. The position required me to satisfactorily maintain crib rooms, ablution and shower areas, office areas and medical room in a clean manner. To perform the role effectively, I was required to undertake an industrial cleaning course for the safe use of chemicals and the safe operation of buffing and polishing machines. Disposal of site waste was also part of my duties.

Wodgina Mine South Hedland

Store Controller / Purchasing Officer / Site Clerk

Contract – 1997 - 6 Months (3/1 Rotation)

Duties - Employed to take control of the site store. The role required me to purchase inventory and direct items & to collect from Port and South Hedland. Due to my Administration background, I was also required to control petty cash, arrange & confirm flight rosters, collate and prepare monthly & half yearly returns for camp movements, safety stats, diesel rebates, accruals and invoicing contractors for fuel usage.

Fortnum Gold Mine Meekatharra

Store Controller / Purchasing Officer

1995 – 1997 (2/1 Rotation)

Duties - Employed on a contract & permanent basis to control the stores functions on site. The role involved monitoring of the 2500 line items and the purchasing of inventory on a daily / weekly basis. It was also a requirement to source and purchase direct items as well as maintaining adequate levels of reagents, fuels and grinding media. Store duties included issuing and receipt of stock, safe storage of hazardous

chemicals, stock taking, efficient organization of office area, data input, forklift driving and ensuring a clean and safe work area.

***Finance Corp of Aust / Esanda Finance
Summarised 1978 / 1995***

Commenced employment after completing 3rd year High School. My initial duties as junior clerk were basic, mail sorting, deliveries, stamping of documents and lodgment at various authorities. I eventually was promoted into the accounts area where my duties included checking of daily banking and depositing at the bank, control of cash receipts and cash payments books, preparation of bank reconciliation's, control of suspense account and balancing same. In order to gain further experience within the finance area I was offered a position in the lending area where I spent and gained most of my experience spent 8 years within the lending area assessing various types of financial accommodation such as - leasing, hire purchase, personal loans, real estate, property finance and business loans. Due to my experience, I was granted my own approval limit so I was able to approve transactions recommended by other officers. In the later stages of my career, I was involved in contract management, whereby I had control of various accounts. My role was to assess the financial standing of the company or operation and recommend strategies if required to protect our interests. Liaising with company directors, interviewing, attending meetings and corresponding with legal practitioners on a daily basis was also required. I also have been required to supervise staff on a relief basis as and when required.

EDUCATIONAL BACKGROUND

1968 - 1973 *North Inglewood Primary School*
1973 - 1977 *St Marks College Bedford
(Achievement Cert Obtained)*
1979 -1981 *Completed courses in: Accounting 1 & 2, Communications &
Business Maths*
1996 *Completed Essential First Aid Course
Completed Industrial Cleaning Course*

INTERESTS

*Travelling
Outdoor activities, bbqs,
Striving to be the best in what ever I do*

REFERENCES

TBA