Philip Topas

 Curriculum Vitae

**Resume**

Name: Philip Topas

DOB: 1st March 1979

Home Province: East Sepik

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**Executive Summary**

 I consider myself a career minded professional, a self-motivated individual with extreme high standards who thrives on responsibility, accuracy and the commitment to total customer satisfaction.

I have a strong focus on relationship and am an outcome –orientated person. I place a significant emphasis on leading and building strong team. Team dynamics are fundamental for successful business.

Being in a professional position for the past 15 years in Supply Chain, I enjoy committing myself 100% to all talks. My communication with both staff and client is always positive due to my enthusiasm and professionalism. I am always open minded and keen to accept new ideas, challenges and experiences.

**Summary of Qualification**

**Course Detail Course Facilitator /Institution Year Attend**

* Certificate Secondary (DODL) University Of Technology Lae 2000-2001

**Other short Courses:**

* Logistics Management Aus-Pac Training Institution 2011
* Supply Chain Management Aus-Pac Training Institution 2009
* Management Course (Leadership training) Price water house Coopers 2008
* Productive time Management Price Water House Coopers 2008
* Business process improvement Price Water House Coopers 2008
* Emergency Response and evacuation UMW Niugini Limited Safety Department 2008
* Work place leadership Price Water House Coopers 2007
* Supervisory Course Price water House Coopers 2007
* Introduction to supervisory New Guinea Business and Management 2006
* Stock control stocktaking Price Water House Coopers 2005
* Fork lift licence course Lacey`s Training services 2005
* Basic First Aid & CPR PNG Red cross Society 2004/2006
* Dangerous Goods Course Lacey`s Training services 2004
* Microsoft Applications- MS word, Excel, power point, Office, email, internet etc...
* ISCALA/ PRONTO/Mainpac (accounting software )

**Career History**

**2018 November\_ till currently without employment**

**2016 July –2018 November: Resolute Mining Limited (Syama) Mali West Africa**

**Job Title: Supply Supervisor and Acting Supply Superintendent**

**Company & Operation Profile:**

Resolute Mining Limited (RSG) is a gold mining and exploration company with three operating mines in Africa and Australia. The mines are Syama Gold Mine in Mali (Africa), Ravenswood Gold Mine in Queensland (Australia). Syama Mine is local Resolute entity has capital value of 500 million ounces producing 250,000oz a year turn around gross of USD$300,000,000 annually.

**Role Overview:**

* Manage all supply functions are operating effectively and efficiently I.e. Logistics, Expediting, Procurement, Inventory, Cataloguing, Warehousing at the mine site.
* Directly manage a team of 15 warehouse and 15 logistics , purchasing + contract employees
* Review all procurement out sourcing to ensure cost saving and benefits to the company by ensuring best purchasing practises
* Provide training and assessment to maintain local work force through on the job training + mentoring
* Ensure safety and wellbeing of staff are maintain is priority
* Conduct regular meeting with Managers and Superintendents on site to ensure service is delivered at top level.

**2012 Oct – June 2016 Job Title: Logistics /Expediting Supervisor /Acting supply supervisor**

**Resolute Mining Limited (Syama) Mali West Africa**

**Role Overview:**

* Manage all logistics aspects of Syama Gold Mine within Mali /Ghana/ Senegal /South Africa /Australia Europe, and around the world in liaison with freight forwarders.
* Ensure all important Licences are done on a timely manner with our freight forwarding Agents
* Ensure all clearance of goods are done promptly in liaison with customs (Mali West Africa)
* Liaise with GNDM (Department Of Mining) for exoneration and duties for all imports
* Organisation and plan weekly Logistics & Expediting meeting with the plant Maintenance planning department on all shut down requirements and critical spares required
* Manage all logistics & expediting reports and ensure the end -users are updated on a weekly basis
* Manage all shipping documentation (import Licence, BOLs, for all shipments)

**Achievements:**

* Delivery of Syama Expansion Project (SEP) expediting of freight on time which resulted in project commissioned 2 months earlier than anticipated from 2012-2014
* Reduce high stock losses and gain top annual stock take result (0.0002% loss) from $30 million USD inventory
* Train local (Malian) on job training Supply & Logistics
* Obsolete stock reduction of $5 million USD with PIP (Partners in performance )
* Setting up pallet racking to increase storage capacity in the warehouse

**2010- 2012 (Sept) - Hidden Valley Gold Mine (Morobe Mining Joint Venture) PNG**

**Job Title: Inventory / Supply Co-ordinator – Mobile Maintenance (Site)**

**Company & Operation Profile:**

About Morobe Mining Joint Ventures Morobe Mining Joint Ventures (MMJV) is a 50 – 50 joint venture between Harmony Gold Mining Limited of South Africa and Newcrest Mining Limited of Australia. MMJV was formally established in August 2008 in the Morobe Province of Papua New Guinea, for the purpose of exploring, developing and operating mines. The MMJV covers all current and future mining, project and exploration activities by the two parent companies in Morobe Province, including the Hidden Valley Gold mine and a significant resource discovery at Wafi-Golpu.

**Role Overview:**

* Implement and manage monthly review of inventory holding, min/max levels, forecast usage of spares and major/minor components.
* Manage regular reviews of OEM recommended spare parts list against equipment holding
* Manage review of obsolete stock holdings quarterly with recommended disposal action presented to the National Parts
* Conduct daily meeting with mine maintenance scheduler on potential parts issues
* Provide monthly parts forecast in relation to information provided by mine maintenance
* Provide monthly report to the Operations Manager & Commercial Manager on predicted shortfalls in relation to parts requirements set out by mine maintenance scheduler

**Achievement:**

* Increase parts availability 95% of major mining fleets
* Major rotable components were managed efficiently for rebuilt to expand component life reducing cost on buying new items
* Setting up mine site shelve and racking’s for spares storage

**2007-2009: Warehouse & Inventory- UMW Niugini Limited –Lae Morobe Province**

**Job Title: Warehouse and Inventory Manager**

**Company & Operation Profile:**

UMW Niugini Limited specialises in the Marketing , Sales and Service of important equipment from world famous Original Equipment Manufacturers for Mining , Construction, logging and Infrastructure development , Industrial and Agricultural sectors . Major products include Komatsu, Bomag, FG Wilson, and Stihl, Pennzoil and Komastu Oil and lubricants.

**Role Overview**

**Inventory**

* Manage and facilitate re-engineering of essential infrastructure projects to enhance storage and inventory improvement.
* Manage inventory Management reporting
* Implement and manage cyclical counts to maintain integrity of all inventories
* Implement and manage audit systems to identify issues such as aged inventory and over stocks utilizing the min-max inventory management program.
* Manage and ensure all inventory information are maintained and updated regularly
* The establishment and all appropriate business controls over inventory function.

**Warehousing**

* Daily Management Of Warehouse Functions
* Manage & Control of all Warehousing practices within the Distribution Centre.
* The establishment and maintenance of appropriate business controls over warehousing functions.
* Determine strategic goals and objectives for the management of the Warehousing and Inventory functions and develop an annual action plan to bring them to fruition through effective planning and the development of team and individual key performance indicators.

**Achievements:**

* Obsolete stock write off $2Million USD and increase storage space for fast moving inventory
* Manage $24 million inventory with tight inventory control measures reducing stock losses
* Train up staff (24 x National staff) becoming more competent in their job and with increase work output
* Conductive stock Audit in all UMW PNG branches doing recommendation for better stock control, security and accountability in Managing inventory
* Increase customer delivery of spares with effective transport MOT and using the most available route

**2002-2006: KKKINGSTON LTD- LAE MOROBE PROVINCE (PNG)**

**Job Title: Warehouse Supervisor**

**Company & Operation Profile:**

KK Kingston is one of the largest manufacturing companies in PNG. Producing plastics, industrial chemicals, paper, cooking oil, consumer goods and remould products. The products are marketed, distributed and sold throughout Papua New Guinea and exported to Australia and the Pacific.

**Role overview:**

* Oversee and coordinate receiving and binning of all Stock orders/Shipments thru Air & Sea Freight on a timely manner and docs sent in for Costing /receipts done on a timely manner.
* Ensure all Staff under direct supervision is all OHS & Safety Compliance in accordance with the Company policies and procedures.
* Constant review of process in Receiving and update where necessary in liaison with the Warehouse and Inventory Managers to suit best practice methods within the operation and control Documentations in regards to Filings

**References:**

* References available on request

**Referees:**

1. Mr. Mady Fofana Gata 3. John Wheeler

Supply Manager General Manager

Syama Gold mine -Resolute Resolute Mining Ltd

Mali,West Africa Syama -Mali Operation

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1. Mr. Peter Awi

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