Boris

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**OBJECTIVE**

To succeed in an environment of growth & excellence, and work enthusiastically in a team to achieve the goals of the organization with devotion and hard work. I am interested in a Supply chain and Logistics role or any other position related to my skills.

**PROFESSIONAL EXPERIENCE “SUMMARY”**

2012- 2016 – Responsible for procurement in UAE. Logistics Supervisor between Operation department and Warehouse facilities (repair utilities) for projects such as ADCO, ADMA, DNO, ZADCO, Al Hosnincluding import/export movements. Asset management control along with arranging of operation process of drilling equipment and 3rd party equipment delivery to Rigs. Planning, tracking and fulfilling of continued services to UAE Projects.

2011-2012 – Coordinator, Customs clearance advisor of Surplus project between Operator of Sakhalin 1 (Exxon Neftegas Limited) and Contractor (Fluor)/Subcontractor (Eurasia customs) companies.

2010-2011- Import/Export Senior Logistics coordinator – arranging cargo movement to/from Russia for Sakhalin 1 (Exxon Neftegas Limited) project by different modes of transportation (Russia Sakhalin Island).

2005-2009 – Logistics coordinator of onshore and offshore operations for Sakhalin 1 (Exxon Neftegas Limited) project including import/export movements; Procurement and Warehouse management Russia Sakhalin Island.

2004-2005 – Economist; financial planning department Russia Sakhalin Island.

**EXPERIENCE**

**05/2012 – 08/2016 Baker Hughes UAE**

**Job title: Logistics Supervisor;Production scheduler/Demand planner;**

**Senior procurement specialist**

**Main responsibilities including but not limited to:**

1. **Logistics Supervisor**
* Reviewing of daily orders from customers, tracking order shipments and controlling timely delivery, coordinating various shipments of materials and equipment from warehouse to Customer, managing documentation;
* Supervising of work implementation of Yard logistic team – 10 to 15 indirect reports;
* Export-import operations;
* Issuing of proper documentation for Logistics, Customs departments;
* Coordinating of proper goods packaging in accordance with specification and technical requirements to avoid any damages during the transportation;
* Regular reporting to the receiving party about shipping schedule of goods or any delays or damages occurred during the transportation;
* Inspection of Shipping Cargo;
* Holding of meetings between Field and office Management;
* Preparing of distribution plans with prioritizing items for dispatch in accordance with the requests from the Customers;
* Performing of daily duties related to logistics and supply operations under the instructions of Operations Manager;
* Optimization of cargo scheme by selecting the most economic transportation mode that fulfils the operation demand;
* Risk management evaluation of the logistics process (equipment/cargo/ materials insurance, cargo securing program developing for transportation, safety materials storage);
* Arranging of cargo delivery, loading / offloading process, storage for materials and equipment. Timely delivery to Customer ( within the period agreed at the contract) and safely (without damages and losses as per contract requirements);

**Achievements**:

* ZERO NPT during supply assets movement to well site from 2013 to 2016
* Minimized number of load outs to 30% and Reducing transportation cost on 15% by optimization of logistics process;
* Organization of cargo delivery with ZERO HS&E accidents.
1. **Production scheduler/Demand planner**
* Responsible for managing Gross book Value $100MM worth of materials across (UAE and MEAP);
* Tracking product inventory; Asset Management control in UAE;
* Consolidating of 6 week requirement for UAE operations and schedule tool maintenance according to demand;
* Working as UAE focal point for material requirement. Co-ordination/Sourcing/ordering and mobilization of assets for contingency operations in Drilling Systems;
* Monitor, improve KPIs and produce daily/weekly reports to keep top management up to date on all material utilization & operations matters;
* Holding a Materials Management Conference with Middle East and Global Asset Management team for critical assets on weekly basis based on operations demand;
* Carrying out and issuance of materials and equipment for various working sites (Company’s subdivisions);
* Creating of sales and inventory reconciliation reports;
* Directly influencing on utilization KPI’s through daily monitoring and updating of database in SAP in accordance with performed daily activities;
* Creating of simplified Reports and providing of supported documents to Management and Vendors;
* Running of Production Schedule (creating logistics schedules, plans; activities coordination between different working sites, coordination of timely orders placement, reports creating, analysing of working process);
* Monthly review of S&OP (Sales & Operations Planning) forecast from various districts and allocation of materials according to the Operational forecast;
* Expertise of Drilling and evaluation materials forecasting, maintenance schedules, logistics;
* Focal point in creating Transfer, Retirement and Sales document if material is moved to other location or scrapped or Lost in Hole at rig site;

**Achievements:**

* Responsible for achieving (Middle East Region – UAE) asset utilization from 65 % to 42 % in 2015/2016;
* Involved in Reducing GBV (Gross Book Value) of MEAP-UAE books by $14 Million in the first half of 2014;
* Achieved significant improvement in cycle count rollout in 2015 ending the year at an all-time high of 98% accuracy.
* Due to my recognized performance I was assigned for a Senior procurement specialist in UAE
1. **Senior procurement specialist:**
* Daily communication and work with 3rd party Companies to supply of equipment to the rigs;
* Reducing Baker Hughes UAE 3rd party vendors total spend for Drilling Systems;
* Marketing research of different types of materials and equipment for further purchasing;
* Evaluation team member in materials and equipment tender process;
* Arranging procurement process of over $100,000, of different types of materials and equipment in accordance with Company established procedures;
* Implementing cost saving and vendor performance monitoring KPIs
* Database management of issued POs for purchased materials and equipment;
* Annual success negotiations with Vendors for purpose of cost optimization for different types of materials and equipment;
* Marketing research and analyzing of vendors to have healthy competition & include critical vendors to global approved supplier list (ASL) by initiating audit with quality management team
* Continuing with the Production Scheduler - Logistics Supervisor roll during the assignment (below responsibility description)

**Achievements:**

* Create a structure of procurement process and made it more efficient by removing 30% of inefficient vendors
* Successful negotiations with Vendors for purpose of cost optimization (Target for 2015 was $8MM MEAP for all product lines – 20% was reached for UAE Drilling systems product line).

**02/2011 – 05/2012 Exxon Neftegaz Limited operator Sakhalin-I project**

 **Job title: Senior Logistics specialist**

**Main responsibilities:**

* Arrangement and coordination of Surplus materials demobilization for Sakhalin-1 Project;
* Participation of meetings and negotiations as required by the company business;
* Negotiation with Customs broker and Client on customs procedures under Sakhalin-1 Project;
* Preparation of the required documentsunder PSA and regular customs procedures for Customs broker for further customs clearance under Sakhalin-1 Project;
* Issue of instructions to carry out material physical locations and paper work adjustments;
* Working out Surplus Re-export report (keeping track of Export Surplus Material status regarding customs clearance and shipment progress);
* Carrie out and control procurement and issuance of goods for various sites (Company’s subdivisions) by performing the requests for purchase in accordance with company-established procedures;
* Marketing research and analyzing of contractor or vendor, goods and services in accordance with the actual conditions (prices, delivery terms, etc) at the Russian Federation market;

**Achievement:**

* Successful and earlier completion of Surplus project for ENL Sakhalin-1 as per agreed terms, more than 200 40F containers with different type of material and equipment.

**04/2010 – 02/2011 Exxon Neftegaz Limited operator Sakhalin-I project(via World Project Sakhalin, LLC)
Job title: Senior Logistics specialist**

**Main responsibilities including but not limited to:**

* Arrangement and coordination of ocean / air freight both within Russia Federation and abroad (USA, China, Korea, Japan, Europe, Singapore, Australia, etc.);
* Arrangement and coordination port operations (booking, control of loading operation along with stevedore company and control movement of the cargo during the whole way of despatche);
* Arrangement and coordination of multimodal transportation (air+sea; railway+sea+railway; railway container transportation), including door-to-door transportation;
* Arrangement and coordination of Surplus materials demobilization for Sakhalin-1 Project;
* Facilitation of daily tool box meeting to insure company safety compliance;
* Minimization of goods delivery expenses, max use of thecontent and carrying capacity of transport vehicles, review ofdelivery and Client goods return;
* Providing material and finished commodity delivery, carrying outhandling operations;
* Issue of shipment accompanying forms;
* Development of reporting forms;
* Export-import operations;
* Coordination of activities on accompanying forms preparation for goods, demanding customs clearance under PSA and regular customs procedures with the corresponding provider and customs services within the company;
* Participation in meetings and negotiations as required by the company business;
* Quotation and invoicing of transportation cost for Clients;
* Carrie out and control procurement and issuance of goods for various sites (Company’s subdivisions) by performing the requests for purchase in accordance with company-established procedures;
* Marketing research and analyzing of contractor or vendor, goods and services in accordance with the actual conditions (prices, delivery terms, etc) at the Russian Federation market;

**Achievement:**

* More than 200 (two hundreds) successful airfreight shipments different type of material and equipment, including dangerous goods without any delays for 2010-2011
* Successful booking of vessels for shipping more than 100 (one hundred) units, including oversized cargo
* 15-20 % cost saving of cargo transportation by optimization of transportation mode and vendor.

**09/2005 – 11/2009 Baker Hughes Russia – (Exxon Neftegaz Limited Sakhalin-I project, Venineft Sakhalin-III Projects) also for other projects located in Russian Federation (Siberia) and abroad.**

**Job title: Logistics specialist**

**Main responsibilities including but not limited to:**

1. **Logistics Domestics/Export-Import operations:**
* Organizing domestics’ loadouts to onshore Chayvo rig and offshore Orlan rig.
* Organizing radioactive loadouts to onshore Chayvo rig and offshore Orlan rig.
* Conducting daily toolbox meeting to insure company safety compliance;
* Holding bids for contracts for transportation, freight forwarding and other services, related to cargo transportation on the territory of Russian Federation;
* Minimization of goods delivery expenses, maximum usage of carrying capacity of vehicles;
* Providing material, carrying out handling operations;
* Issuing of shipping documents;
* Controlling of incoming and outgoing materials with accompanying forms for domestics and import/export shipments;
* Carrying out SAP transactions on domestics and export-import operations;
* Export-import operations;
* Preparation of the required documents under PSA and regular customs procedures for Customs broker for further customs clearance, negotiation with Customs broker, Freight forwarder and Client on customs procedures and delivery.
1. **Procurement:**
* Arranging procurement process of over 50,000 USD, of different types of materials and equipment in accordance with Company established procedures;
* Carrying out and control procurement and issuance of goods for various sites (Company’s subdivisions) by performing the requests for purchase in accordance with company-established procedures;
* Participating in preparation and holding of bids, control of compilation all necessary documents;
* Marketing research and analyzing of contractor or vendor, goods and services in accordance with the actual conditions (prices, delivery terms, etc) at the Russian Federation market;
1. **Warehouse:**
* Organization of Sakhalin INTEQ stock > physical movement along with the SAP transactions; Asset Management control;
* Issuing and maintaining of orders on operating warehouse;
* Assurance of inventory process compliance with company
* Rules and procedures >Maintenance of SAP Goods Issue system. Assurance of compliance of parts issued with Pick List, Material/Bulk issue forms. Assurance of compliance of inventory scrapping with approved IDD"s. Min/Max implemented. Cycle Count in time;
* Coordination of proper store maintenance;
* Materials stock management;
* SAP database: Processing MRFs > placing and processing Purchase Orders;

**Achievements:**

* Organizing of transportation to the Chayvo and Oraln rigs without any delays and ZERO NPT from 2005-2009
* Negotiation with freight forwarder, implementation of more efficient working process as a result 18% of cost saving in 2006-2009
* In 2006 developed and implemented the procedure of radioactive materials transportation for Baker Hughes branch on Sakhalin island for Chayvo and Orlan rigs Sakhalin-1 project
* In 2006-2007 Implementation of Call-off contracts system. Successful signed and closed out 15 contracts.

**03/2004 – 09/2005 Separate company “Energosbyt” PC “Sakhalinenergo”**

**Job title: Economist**

**EDUCATION**

1998-2003 Russian State Trade-Economic University. Moscow

Diploma: accounting, analysis and auditing

**PROFESSIONAL DEVELOPMENT**

2006 Educational center “A.F. Konto” under Academy of professional management. Moscow

Diploma: logistic manager

2007 Academy of labor-market Educational center “ART” Saint-Petersburg

Diploma: Expert in logistics with foreign-economic activity competence

**SKILLS**

* Professional spoken and written English & Russian
* Advanced user of SAP, MS Office (Word, Excel), Outlook Express Program, WRAPS
* Emirates driving license “B”; Russian driving license “A, B, C”.