Elmar

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# Objective

Experienced and versatile professional with strong planning and organizational skills coupled with a desire to contribute to meeting the organization's goals, and with the ability to:

* Control and manage inventory and materials/equipment assets
* Plan transportation offshore/onshore
* Arrange logistics operations
* Warehouse set-up and run
* Loading/offloading operations control
* Provide HSE high standards
* Develop & maintain cost saving systems

# Education

## Diploma | 1990-1995 | State Pedagogical University

* Major: Teacher of Mathematics & Informatics

## Diploma | 1998-2001 | State Oil Academy

* Major: Engineer of development
* Related coursework: Oil & Gas Fields Exploration

# Skills & Abilities

## Management

* Oversee operations of loading/offloading on drilling sites, provide expertise, commitment and quality control. Implement materials management and inventory control during ongoing production activity. Monitor performance of logistics operations involving vessels, trucks, trains.

## Planning/organization

* Constant development of materials management systems in a time saving and cost effective manner. Expand warehouse space to easier handling stored units and improve waste segregation procedures on drilling sites to meet HSE standards and requirements.

## Communication

* Worked in multinational teams with different cultures, traditions and religions. Good interpersonal skills, easy-going, friendly. Fluent in Azeri, Russian and English: writing, reading and comprehending. Computer literate e.g. Microsoft Word, Excel, Power Point, Outlook, SAP, Lotus Notes, Google Chrome, 3ds Max.

## Leadership

* Team player, always provide coaching to subordinates in the areas of warehousing, HSE procedures and materials management. Lead by example, always ready to explain, mentor newbies or where subject is unclear.

## Problem solving

* Assess problem’s nature, determine means and ways to solve it, implement after action review and lessons learned practice

# **Experience**

# Warehouse Supervisor | Geokinetics Int | January 2016 - April 2017

* Created and set up an Excel Inventory system to control and track Import/Export Shipments.
* Monitored warehouse activity for storage, housekeeping, loading and offloading and continuously improved WHSE work by weekly discussions with team and finding out important points to be improved.
* Achieved zero incidents in the WHSE (Warehouse) during the whole project by following HSE regulations and coaching others to do so.

## Offshore Materials Coordinator | Azfen JV | July 2015 – November 2015

* Maintained incoming/outgoing deliveries on/off the rig by Recorded usage of materials, assisted in placing orders. Organized backloads of unused or non-required items with cooperation of deck crew and BP OMC.
* Gained the strong knowledge of production sector activities.

## Offshore Logistics Supervisor | Maersk Drilling | October 2012 – May 2015

* Responsible for all Materials management, Warehouse/Inventory control, Logistics Operations.
* Contributed in Safety improvement system on the rig as a Safety Committee member.
* Participated in fire drills as a muster checker.
* Increased skills of global materials management, warehouse activity, global logistics and safety requirements implementation. Initiated cost reduction program for the company. Reduced storage/purchase costs by 25-30%.

## Drilling Materials Supervisor | NewTech Services | May 2011 – October 2012

* Responsible for all logistics operations both offshore and onshore (Okhotsk Sea). Supervised materials storage in WHSE and loadouts to the rigs by boats (Magadan).
* Directly participated in mobilization of Schlumberger equipment/materials to Murmansk by trucks, trains and further to the rigs by boats. Avoided unnecessary expenses for transportation by correct organization of logistics operations.
* Attended at regular meetings with Client’s management to discuss logistics strategy. Successfully introduced and implemented offshore logistics strategy used in the Caspian Sea.
* Overall understanding of international rules for logistics requirements including air, sea and road transportation.

## Warehouseman | Baker Hughes Inteq | November 2010 – May 2011

* Inventory control, back-up all Logistics Supervisor’s duties, check hazardous substances at storage, run demobilization of Inteq’s equipment/inventory
* Within short period of time organized and executed a demobilization process of inventory/assets for export.
* Got familiar with SAP MM computer system, increased warehouse operating ability.

## Radio Operator | Caspian Drilling Company | June 2010 – November 2010

* Operate all radio equipment, helicopter/boats communication, transmittals logging, being in Control Room team at fire drills
* Got familiar with Offshore radio communication, administration procedures

## Floor hand | Caspian Drilling Company | October 2008 – June 2010

* Run drilling tools/equipment on rig floor, participate in drilling operations such as running in and pooling out, casing run, BHA assembling/disassembling
* Deeper understanding and knowledge of offshore drilling processes and equipment

## Materials Coordinator | KARASU Operating Company | March 2003 – October 2008

* Organized deliveries to rig sites and Base, ran inventory control, communicated with vendors for purchase and transportation issues, checked the rig sites for safety and waste management, assisted to Drilling Superintendent for translation
* Proper planning of logistics had a significant positive impact on overall drilling activity by generally uninterrupted deliveries of materials to rig sites.

## Chief Translator/Administrator | SOCAR | August 1995 – March 2003

* Administration work, translations quality control, participated in top management negotiations, field trips with foreign companies’ representatives.
* Visa support, accommodation provision for foreign specialists arriving to Baku.

# Additional Info

* Driving license; various certificates covering materials management, Dangerous Goods Handling, Offshore Survival