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**Artur**

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**Career Objective:**  
To work for the company as a Warehouse, Logistics, Materials Manager/Coordinator/Supervisor and contribute in increasing the efficiency of the logistic, Warehouse system through my coordination skills and experience.

**Computer Knowledge:**  
Internet, Microsoft Office Suite, IPMS, Citrix, MIPS 2007, Ivara, Maximo 403.

**Work History:**

**Warehouse and Logistics Manager**  
SKR LLP, Oral city, Kazakhstan  
**2015 to present**

* Maintaining warehouse inventory and ensuring stocks are best to last for a month
* Feeding information of customer orders into the systems
* Supervising loading and unloading, and quality of packing
* Working out material necessity for future roll out time (monthly or bimonthly).
* Fulfilling all material needs of the field engineers placed in different locations.
* Providing logistics support to staff on tours by arranging their land, air and train tickets

**Offshore Lead Warehouse Coordinator**  
KBR inc, Island D, Project HUC/EPC, Kashagan field, Kazakhstan  
**2011 to 2014**

* Execute duties of Team Leader.
* Provide leadership and direction for all AKCO (Customer) materials,
* Closely monitor all activities and processes relevant to Materials

(receipt, storage, quarantine, issue) operations being performed by all parties, in order to ensure control and adherence to procedures.

* Provide materials audits on a continuous basis and identify any

deficiencies that require corrective actions

* Review organizational capability and provide recommendations

for improvement.

* Maintain close liaison with the Onshore Supply Base and their activity.
* Fulfilling all HSE requirements
* Monitor records of all materials in IPMS (Integrated Procurement
* Management System)
* Monitor all required documentation for traceability are maintained
* Supervised safety features of warehouse
* Monitored store tasks & checked requisition forms before distribution
* Analyzed requisition notes established on item and parts codes
* Generated simplified reports and provided supported documents
* Controlled and supervised staff functioning
* Holding Tool box meetings

**Material Deck Supervisor**  
Aker Solutions, Island D, Project HUC/EPC, Kashagan field, Kazakhstan  
**2008-2011**

* Coordination of Logistic/Material Department Operations on the

Island.

* Responsible for Deck/Controllers/Carpenters Crew

(10 deck operators, 3 material controllers, 2 Carpenters).

* Vessels & Transportation vehicles Coordination
* Filling/Checking of In/Out Shipping/Cargo Manifests
* Shipment to other locations (Onshore, Other Islands)
* Coordination of loading/unloading operations to/from the barges, ships, modules
* Filling all necessary permits and documents to work.
* Adhere to shipping/receiving and regulatory-compliance procedures
* Comply with laws, regulations and standards
* Complete documentation such as pick lists, bills of lading, work orders and shipping orders using computer-based technology
* Complete daily shipping and receiving logs
* Record shipment data such as weight, charges and damages
* Rectify problems such as damages, shortages and non-conformance to specifications
* Document and escalate any customer service issues and/or shipping/receiving errors
* Assist with training of new employees
* Complete safety reports in relation to health and safety issues
* Develop constructive and cooperative working relationships with those on team, as well as cross-functionally
* Holding Tool box meetings
* Report to Material Lead

**Materialman**  
Pride Forasol, Drilling Rig 319, Kairan Island, Caspian Sea, Kazakhstan  
**2006-2007**

* Evaluates use of supplies, materials, parts, and tools and makes changes to predetermined inventory levels as necessary.
* Performs and reviews inventories; compares actual to expected inventory; identifies and reconciles discrepancies.
* Investigates and takes effective action to correct inventory shortages.
* Organizes and maintains the warehouse documentation filing system, inventory control records, and supply and equipment lists.
* Monitors inventory levels to determine when to requisition equipment and supplies; prepares and reviews requisitions for equipment and supplies as needed.
* Ensures the stores' areas are maintained in a clean, safe, and organized manner.
* Responsible for the efficient coordination of crew changes with shore-based personnel.
* Receiving and Shipping
* Oversees the inspection, documentation, and tracking of goods as they are received; ensures supplies are stored correctly using safe work practices.
* Ensures defective, damaged, or unacceptable goods are properly documented and returned for credit or replacement.
* Reviews records to determine unused items and recommends disposal of excess stock.
* Oversees and schedules shipments to shore, including all mail; tracks shipments as needed.
* Ensures hot shot and emergency shipments to the rig are properly handled and expedited.
* Other Responsibilities
* Acts as a member of an emergency team in the event of a fire or other emergency; participates in meetings and drills as a member of an emergency team.
* Performs other duties and special projects as requested by managementProvide leadership and direction for all AKCO (Customer) materials,
* Closely monitor all activities and processes relevant to Materials

(receipt, storage, quarantine, issue) operations being performed by all parties, in order to ensure control and adherence to procedures.

**Technical Assistant**  
Tatneftegeophysica OJSC, Seismic party 13, Fedorovskiy block, Kazakhstan  
**2005-2006**

**Junior Field Service Engineer**   
Vetco Aibel LLP, Tengiz field, Kazakhstan  
**2004-2005  
  
Technical Rig Interpreter**   
Parker Drilling, Rig 249, Tengiz field, Kazakhstan  
**2003-2004**

**Technical Rig Interpreter**   
SaiPar Drilling, Rig 5843, Karachaganak field, Kazakhstan  
**2002-2003**

**Material Coordinator**   
Baker Atlas, Aksay, Karachaganak field, Kazakhstan  
**2001-2002**

**Education Details:**  
Bachelor of Accounting  
Western Kazakhstan Academy “Eurasia”, Oral city, Kazakhstan  
2007-2009

Bachelor of English-Russian languages  
Western Kazakhstan Institute “Eurasia”, Oral city, Kazakhstan  
1996-2000

**Training Certificates:**

Fire Safety & Extinguisher Course

Rigging & Slinging

Radiotelephony (Restricted Cert)

Safe Handling of Hazardous Substances

Du Pont Stop Program

Job Safety Analysis

H2S Course (OPITO)

Sour Gas

BOSIET/FOET (expire date: 03/2018)

WRAP & TRIC

Permit to Work level 2 (expired)

Dangerous Goods Transportation (by Air, Sea, Road) International Certificate (expired)

Gas Cylinders and Vessels under pressure

Offshore Supervisor HSE Competence Assurance Program

Yellow Fever Vaccination

**Reference:**  
On request.