



Aigerim Ismagulova

Female, 24 years, born on 11 November 1994

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Reside in: Nur-Sultan

Citizenship: Kazakhstan, work permit at: Kazakhstan

Ready to relocate, ready for business trips

Desired position and salary

Logistics specialist

Transport, Logistics

- Customs Clearance

Employment: full time

Work schedule: full day

Desired travel time to work: any

Work experience — 2 years 1 month

September 2018 —
till now
1 year 1 month

Procurement & Logistics Department

Logistics specialist

Planning and organization of shipments.

Interaction with customs broker, freight forwarder, suppliers and client.

Working with customs documentation and interaction with customs authorities.

Preparation of documents for customs clearance.

The organization of local deliveries to the regions.

Expansion and maintenance of road transport base

The development of optimal logistic schemes of delivery of cargoes

Search and booking of transport, tracking goods in transit, transportation cost calculation

Working with the transport documentation

Organisation of receipt of goods

Forecasting and planning in logistics

Record keeping, reporting, and the creation of complex models in Excel

monitor and direct day to day operations of Procurement & Logistics Department

-review purchase requisitions and distribute them to procurement specialists

-review and approve bid tabulations / purchase orders and contracts

-prepare and issue weekly progress reports and Procurement Status Reports

-handle the procurement of larger project materials packages if assigned by Department Manager

Research, select and purchase quality products and materials.

Build relationships with suppliers and negotiate with them for the best pricing.

Process requisitions and update management on status of orders.

Update inventory and ensure that stock levels are kept at appropriate levels.

Arrange transport of goods and track orders to ensure timely delivery.

Analyze market trends and apply this knowledge to make insightful buying decisions.

Coordinate with inventory team, management, and stockroom as required.

Assess quality of stock received and escalate any discrepancies to suppliers and management.

September 2017 —
September 2018
1 year 1 month

Fircroft Engineering Services Limited

Logistics assistant

- Travel arrangements for employees, customers of the company.
- booking accommodations and handling any other trip-related tasks
- Business correspondence
- Constant interaction with project managers;
- Preparation of reports on the request of managers;
- Constant interaction with logistics department to ensure the mobilization and demobilization of personnel on schedule;
- Interrelation with the client of the logistics department for the order of transport from / to the destination point on time, and providing all the necessary information;
- Preparation monthly budget reports, presentation at department meetings
- Checking and confirmation of all related invoice from travel agencies and hotels.

Education

Master

2018 **Kokshetau State University**
Pedagogy and psychology, Master's Degree

2016 **Eurasian National University**
Foreign Languages, Bachelor

Key skills

Languages Kazakh — Native
English — C1 — Advanced
Russian — C2 — Proficiency

Skills analytical mind, learning ability, hard work, responsibility, communication skills, business ethics
teamwork, discipline
MS Excel, MS Word, MS PowerPoint, Internet, MS Office, MS Outlook

Further information

About me Purpose: The practical application of acquired knowledge and skills, the implementation of the intellectual potential in successfully developing company.

Certificates of attendance:

Advanced level in MS Excel data processing. Elements of financial analysis.
MS Excel 2010 intermediate level
Coach skills
Practical psychologist
Psychodiagnostics and correction of suicidal states
Methods of body-oriented psychotherapy in the work of a practical psychologist

History

Responses	Секретарь руководителя (АО НК «КазМунайГаз») 27 August 2019
	Менеджер управления запасов 27 May 2019
Rejected	Специалист 15 July 2019