

Кудайберген Жандос

Мужчина, 23 года, родился 4 апреля 1996

+7 (701) 8140414

kudaibergensarko@gmail.com — предпочитаемый способ связи

Проживает: Кульсары

Гражданство: Казахстан, есть разрешение на работу: Казахстан

Не готов к переезду, не готов к командировкам

Желаемая должность и зарплата

Materials Coordinator

Транспорт, логистика

- Складское хозяйство
- Кладовщик
- Закупки, Снабжение

Занятость: полная занятость

График работы: полный день

Желательное время в пути до работы: не имеет значения

Опыт работы — 2 года 9 месяцев

Июнь 2018 —
Декабрь 2018
7 месяцев

TENAZ Management

Material specialist

- Receives and records materials, supplies tools and equipment.
- Directs and participates in the issuing of materials, tools and equipment which request by site and base employees
- Prepares/dispatch materials for the Fabrication (Atyrau) from the Tengiz warehouse
- Understanding, fulfillment and compliance with all the project requirements and procedures
- Inspects, supervises (where applicable) and participates in cleaning assigned storage areas and containers.
- Ensures all material is maintained in a high standard and properly preserved whilst in storage
- Ensures that the material and base assets are secured before leaving the area.
- Knowledge of the grades, terminology and uses of the supplies and materials handled in the assigned stores.
- Maintain receipts, records, and withdrawals of the stockroom of Warehouse
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies
- Report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping & manage all docs to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
- Some knowledge of purchasing and requisitioning procedures.
- Knowledge of storekeeping practices, procedures.
- Ability to understand and execute oral and written instructions.
- Ability to establish and maintain effective work relations as necessitated by work assignments.
- Physical strength and agility enough to perform the work of the class.
- Receive, unload, and shelf supplies
- Performs related work as required.

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Storekeeper in Gate Inshaat

- Oversees and administers the operations of a store.
- Receives, identifies and verifies materials & equipment at store locations
- Provides information to and assists customers.
- Maintains inventory. Check inventory records for accuracy.
- Prepares an inventory report against all available materials every week.
- Makes report and notify Warehouse Manager if delivered materials\equipment has been damaged.
- Maintains files appropriate to the activities of the unit, such as invoices, order number, receiving date, shipping date, etc. Prepares reports.
- Handles and stores materials or special products that require some knowledge of spontaneous combustion, toxicity, fragility, rapid deterioration, contamination.
- Complete usage and understanding of the company procedures as listed for the material store.
- According requirements and established procedures, arranges stock. In case of emergency or in order to replace outdated material, suggests substitutes available in the store.
- Keep track of and record all outgoing and incoming shipments and ensure that they have been filled correctly.
- Controls and carries out the lending and renting of tools, equipment, furnishings, and devices. Ensures that they are kept in good condition and that they are repaired or replaced as necessary.
- Maintains equipment and instruments. Ensures cleanliness of work areas.
- Finds, sorts, or moves goods between different parts of the business day.

Апрель 2016 —
Октябрь 2017
1 год 7 месяцев

KisOrion

Storeman in Gate Inshaat

- Responsible for the safe keeping of all stock located within the warehouse.
- Controls and monitors the movement of all inventory items and ensures that inventory items are available when required.
- Handling and disposition of inventory items and keeping warehouse inventory current and accurate
- Using delivery documentation or delivery notes, prepares items for dispatch to clients
- Maintain inventory of tools, equipment and spare parts for Managers
- Control an availability and accuracy of firefighting facilities, condition of storage facilities, equipment and provide all tools, spares and equipment to repairs in time.
- Keeps the warehouse clean and presentable.

Образование

Бакалавр

2017

Atyrau State Humanities University named after Halel Dosmukhanbetova

Legal, Jurisprudence specialist

Ключевые навыки

Знание языков

Казахский — Родной
Английский — B1 — Средний
Русский — C1 — Продвинутый

Навыки

Materials Management Coordination Team working Good Interpersonal Skills
Communication skills Quick Learning

Дополнительная информация

Always trying to learn new things, have a leadership and organizational skills. Ability working in a team, very responsible. Sociable, hardworking, communicated and outgoing