

Srazhanov Nauryzbek

Мужчина, 36 лет, родился 14 марта 1983

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Проживает: Актау

Гражданство: Казахстан, есть разрешение на работу: Казахстан

Готов к переезду: Алматы, Атырау, Актобе, Нур-Султан, готов к командировкам

Желаемая должность и зарплата

Специалист отдела закупок

Производство

- Машиностроение
- Судостроение
- Закупки и снабжение

250 000
KZT

Занятость: полная занятость

График работы: полный день

Желательное время в пути до работы: не имеет значения

Опыт работы — 8 лет 7 месяцев

Октябрь 2013 —

Январь 2015

1 год 4 месяца

Kazakhstan Caspian Offshore Industries LLP

Актау

Procurement Specialist

Purchasing and expediting Project materials from overseas countries and local companies for Offshore Kashagan Projects.

- Coordinate part of procurement team for offshore project materials, take participation in weekly minutes of meeting with client (ensure and report to the client that materials delivery as per project schedule);
- Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
- Solve problems with PDR (Purchase Discrepancy Report) Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts;
- Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures, monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time and ensure package procedures of sensitive items for offshore projects (explosion-proof electrical equipments, copper nickel-alloy pipes, high pressure valves etc.) and coordinate third part inspection procedures of the materials.
- Update database information relating to the vendor-supplier such as about qualification, product, delivery time, after sales service, payment method, potential development, etc. at all times to be able to select the most suitable one
- Coordinate and strict control on documents (ensure that material certificate provided and database updated) and after sales warranty service (co-ordinate visits of suppliers to site location for commissioning, repair and warranty activities)

- Close work with accounting department, support and ensure that payment as per contract terms is done on time.
- Good knowledge of technical specification of project materials and good communication skills with end-user and vendor at all times to be able to support and on time deliver correct materials for project.

Май 2013 —
Октябрь 2013
6 месяцев

Cosmi Kazakhstan LLP

Баутино

Procurement Administrator

1. General provisions

1.1 Purchasing Specialist should be subordinated directly to Contracts and Purchasing Coordinator and Contractor Representative

1.2 Purchasing Specialist in own activity should be governed by: – Legislation RoK ; – International and State regulatory documents – Procedures and instructions of Agip KCO; – Policy, Objects and Plans of integrated management system; – Order and arrangements of Company Director and Line Manager;

2. Employment duties

2.1 Purchasing Specialist must know: – Relevant Agip KCO procedures and instructions; – profile, specialization and structural features of Company; – regulatory legal acts, – organizational management of procurement; – Principles of RoK Labor legislation; – Rules and Standards of occupational safety, industrial sanitation and fire precaution; – Company regulatory documents

3. Employment duties

3.1 To provide purchasing activity on the basis of effected contracts or Purchase Order.

3.2 To look for potential suppliers.

3.3 To inform Purchasing and Contracts Coordinator about necessity conclusion of purchase and sale contract.

3.4 To perform explanatory work with suppliers about documents preparation procedure, required by financial and contracts department of the company.

4. Rights

4.1 To request from relevant departments of the Company and receive all necessary materials, documentation and information related to activity of Purchasing Specialist.

5. Responsibilities

5.1 Purchasing Specialist bears the responsibility for: – non fulfillment of documented IMS procedures and instructions related to his activities; – improper execution or nonperformance of duties, provided by present job description, in accordance with effecting labor legislation Republic of Kazakhstan; – Causing of property damage - in accordance with effecting legislation Republic of Kazakhstan; – Law violation, executed during working process, in accordance with effecting administrative, penal and civil legislation RoK.

Ноябрь 2011 —
Май 2013
1 год 7 месяцев

М-Техсервис ТОО

Актау

Ведущий специалист отдела снабжения

as a Lead Procurement specialist at “M-Techservice” LLP: onshore oil drilling company

- Organization and supervision of the procurement department’s (including logistic – expediting, delivery) work in Aktau office Reporting directly to the General Director of the LLP;
- Preparation of monthly procurement report;
- Preparation of contracts and purchase orders with local and overseas suppliers;
- Close work with freight forwarding company (Coordinate transportation of spare parts, materials, and supplies to rig and maintenance sites, ensuring on-time delivery, minimizing transportation costs, and evaluating performance and update procurement material tracking report)
- Close work with internal departments (accounting, warehouse and drilling department;

Март 2006 — Июнь
2011
5 лет 4 месяца

Кеппел Казахстан ТОО

Актау, www.keppelom.com/en/content.aspx?sid=2594

Специалист отдела закупок и логистики

as a Procurement Officer at “Keppel-Kazakhstan” LLP. Purchasing and expediting Project materials from overseas countries and local companies for Offshore Kashagan Projects.

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Образование

Высшее

2007

Актауский Государственный Университет имени Ш.Есенова

Разработка нефтяных и газовых месторождений, Диплом

2004

Казахский экономический университет имени Т. Рыскулова, Алматы

Международное экономическое отношения, Диплом

Ключевые навыки

Знание языков

Казахский — Родной
Английский — C2 — В совершенстве
Немецкий — A1 — Начальный

Опыт вождения

Имеется собственный автомобиль

Права категории B, C

Дополнительная информация

Рекомендации

Caspian Offshore & Marine Construction LLP
Амли Атонг (Менеджер отдела снабжения)

Обо мне

Diligent, fair, communicative. Keen to learn and develop professionally. В последнее время нахожусь в поисках работы.

