

RUSSUL FLAYH



Full Name : Russul Flayh Hasan

Date & Place Of Birth: 23 Jul 1988 Iraq, Basra

Gender: Female

Marital Status: Married

Interested in utilizing and developing my knowledge and skills in oil field within a company to assist in strengthening its productivity standards, management and supply chain overview and having to manage its core supply chain and administrative needs.

EDUCATION

BACHELOR'S DEGREE

2006 - 2010

UNIVERSITY OF BASRA

Bachelor's degree of English Language from College of Arts with grade 72.10 %

EXPERIENCE

MATERIALS LEAD/ INVENTORY MANAGER

SEP 2016 - FEB 2021

FULL-TIME ROLE

BAKER HUGHES GENERAL ELECTRIC, MENATI - IRAQ/ NORTH RUMAILA OIL FIELD, BASRA - IRAQ

- My role as inventory lead entails daily coordination with PL management to monitor revenue vs cost, product management and orders.
- I am in charge of overseeing all Iraq's product lines inventory to ensure having the correct order of supplies to avoid inefficiencies or excessive surplus by implementing an effective inventory work process and a developed tracking system.
- I am currently managing a team of four warehouse employees in charge of receiving, documenting and issuing reports for inbound and outbound materials and all warehouse tasks.
- In 2017, I was assigned to lead a delivery finalization project for Baker Hughes – Integrated Operations (IO) product line with ENI Company – ZFOD project.
- After several meetings, agreements, and settlements with ENI and BOC, I was able to reorganize the IO stock in order to start the delivery of the remaining material ahead of time.
- Eventually, I was able to complete the project six months before the scheduled finalization date, thus saving approximately \$ 350 thousand USD in transportation, holding yard, and shipping/handling fees.

RESPONSIBILITIES AND ACHIEVEMENTS:

- Manage a team of warehouse employees.
- Daily and weekly meetings with departmental managers of various product lines.
- Product management, distribution, and development of comprehensive inventory tracking system to streamline our business.
- Monitor revenue vs cost and prepare detailed reports on inventory operations, stock levels, and adjustments.
- Monitor delivery process to customer.
- Examine the levels of materials and orders to avoid shortages.
- Report on inventory activities and variances. Control Customer owned inventory and track it systematically to ensure accurate / matching inventory in System VS physical.
- Create customer delivery notes and follow up on the process until invoicing.
- Manage internal system transactions.
- Manage and create physical check reports for all monthly and annual counts in line with the company policy.
- Planned delivery status reports.
- Assess the new inventory to ensure readiness for delivery to clients.

CONTACT

+964 (783) 310 0311

russulhasan30@gmail.com

Iraq, Basra Province

LANGUAGES

ARABIC : Native
ENGLISH : Advanced

COMPUTER SKILLS:

SAP : **Advanced**

Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook) : **Advanced**

SKILLS

MS Office	=====
Computer using	=====
Time Management	=====
Internet & Mailing	=====
Management	=====
Team Work	=====
Communication	=====
Hard Working	=====
Work Under pressure	=====
Leadership	=====
Problem Solving	=====
Social skills	=====
Managerial skills	=====
Creativity	=====
Self-development	=====
Make decision	=====

OTHER SKILLS

- Advanced level of SAP (System Applications Products) with excellent in-depth knowledge of the entire resource planning software and its modules/ segments that includes sales and distribution, production planning, and material management.
- Solid knowledge of data analysis and workflow, inventory management software, and forecasting techniques.
 - Knowledge in flow of product and information.
 - Analytical abilities with strong attention to detail.
 - Purchasing requisitions, procurement, and orders tracker / analyst.
 - Vast experience in supply chain segments (orders tracking, material movement, and revenue tracking)
 - Linguist; fluent in both Arabic and English
 - Pro-active work ethic, professional attitude and demeanour.

ACHIEVEMENTS

- Achieve Learning System Training Courses - Baker Hughes General Electric 2014 - present
- Test of English as foreign language (TOEFL) - 2010
- Internet and computing core certification (IC3) - 2010
- HRM (Human resource management) training course - 2016
- MS project training course - 2016

PERSONAL COMPETENCIES

- Effectively applying technical knowledge to solve a range of problems
- Providing helpful, behaviourally specific feedback to others
- Highly organised with a creative flair for project work
- Ensure that employees have clear goals and responsibilities

REFERENCES

All certifications and awards are available upon request.

ORDER MANAGEMENT SPECIALIST SR

MAY 2014 - SEP 2016

FULL-TIME ROLE

BAKER HUGHES GENERAL ELECTRIC, MENATI - IRAQ/ NORTH RUMAILA OIL FIELD, BASRA - IRAQ

- My role entailed reviewing Baker Hughes' Customers contracts in order to identify procurement and ordering schedule to ensure on time delivery of materials to the customer.
- I provided support for five product lines within the corporate. In addition, I was in charge of following up and reviewing product lines purchase requisitions and purchase orders, this includes daily coordination and liaison with the manufacturers, receiving party as well as the end user.
- After a while, I obtained a lead role to coordinate a direct sales project between Baker Hughes and Basra Oil Company were I managed and coordinated offline invoicing, coordination, and delivery of materials between a U.S. based manufacturer, regional & local logistics teams, as well as both Baker Hughes and Basra Oil Company.
- In April of 2016, the company nominated me to reorganize Baker Hughes-Erbil's inventory in order to re-export the no longer needed stock out of country.
- Despite being stationed in Basra, I was still able to manage the project remotely and was able to continuously check the company stock and its status, countless communications with regional teams of logistics based in Dubai.
- The material status was confirmed for re-export then I started the creation of commercial invoices and Packing lists for all of the company stock, then through coordination with the local logistics team, we were able to re-export the materials successfully.
- I was also in charge of tracking the shipments until shipment delivery to our facility, were I would issue a goods receipt report via SAP confirming the status of the shipment and its current location in our facility.
- My daily tasks were data analysis and issuing system reports. Reports like open purchase orders, open purchase requisitions, goods in transit (GIT), KPI, and many other reports.

RESPONSIBILITIES AND ACHIEVEMENTS:

- Daily liaison and weekly meetings with departmental managers of various product lines to brief them on any updates regarding the status of critical orders.
- Daily liaison with logistics product line to expedite the process of shipments.
- Daily coordination with global manufacturers to ensure delivery on time to meet client and PL demands.
- Generate International stock transfer order (ISTO) reports.
- Coordination of materials movement for Erbil and Basra operations.
- Daily and weekly reports and data analysis.

GULF SUPPLIES AND COMMERCIAL SERVICES COMPANY/ NORTH RUMAILA OIL FIELD, BASRA - IRAQ

In charge of project planning and development by ensuring to meet the clients requirements. Provide a quarterly development plans for the company's project with Baker Hughes Inc. This included daily meetings with Baker Hughes' Facility Management team as well as countless data analysis and information flow within the company. My role with the company was later extended to include supervising the company' assets movement, logistics, and finance.

RESPONSIBILITIES AND ACHIEVEMENTS:

- Prepare reports (Weekly, Monthly) distribute departmental inter-office correspondence, file and provide general assistance.
- Provide friendly and professional service at all times.
- Provide front desk coverage and arrange the maintenance needs in BH camp.
- Follow up with BH for the POs- DTs and GR for the services provided.
- Arrange and keep Documentations for the services with all support emails when needed.
- Cover all administration duties and office management role.

CUSTOMER SERVICE AND LIAISON MANAGER

MAR 2013 - MAY 2014

FULL-TIME ROLE