



**Togrul Magerramov** - 11. Dec. 1983

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Driving licence: "B"

### Work Experience

May 2021 - Dec 2024	SOCAR Petrofac Caspian (BP Project)	Site Manager
July 2017 - Feb 2021	Technip FMC (SOCAR project)	Logistics, Personnel, & Inventory supervisor
April 2017 - June 2017	AISGOC	Transportation Manager
March 2016 – April 2017	Geokinetics Inc. (BP & SOCAR project)	Site Administration Manager
Dec 2015 - March 2016	Astoria Hotel Baku (Training for existing staff)	Procurement Manager / Cost Control
April 2015 – June 2015	Holiday inn Baku (Training for existing staff)	Procurement Manager
October 2013 – Jan 2015	Pik Palace/Park Chalet	Procurement Manager / Cost Controller
Jan 2012 – October 2013	Hyatt hotels Baku	Cost Controller
Jan 2009 – Dec 2011	Hyatt hotels Baku	Purchasing manager asst.
Nov 2003 – Dec 2008	Hyatt hotels Baku	Storeroom clerk

## **Detailed info**

### **SOCAR Petrofac Caspian**

### **Site Manager**

Overseeing facilities services and maintenance activities.  
Ensuring operations adhere to policies and regulations.  
Managing transportation(staff shuttle service)  
Managing accommodation - Camp/Apartments  
Managing Staff canteen-(Breakfast and Lunch)  
Managing(receive/issue) of all PPE for both projects  
Preparation of Timesheets on monthly basis.  
Preparation of statistical reports for both Planning and Cost control departments.  
Monitoring inventory of office supplies and the purchasing of new material with attention to budgetary constraints  
Assisting project manager to manage schedules and deadlines, estimate and communicate project updates  
Maintaining accurate work logs of construction activities, job information sheets, and project team rosters  
Assessing staff performance and provide coaching and guidance to ensure maximum efficiency  
Ensuring the smooth and adequate flow of information within the company to facilitate other business operations

### **Technip FMC**

### **Logistics, Personnel, & Inventory supervisor**

Mobilization, Demobilization, inventory handover.  
Control of warehouse operation, inventory count.  
Managing the day to day Transport Operations  
Monitoring, tracking and reporting cost trends.  
Detailed inspection of all Heavy vehicles entering the site.  
Investigation and Reporting all security issues to Head office.  
Preparation of monthly Time sheets and schedules for local staff.  
Providing support and advice to line managers on all HR issues.  
Formulating all the company policies and implementing them.

### **Geokinetics Inc.**

### **Site Admin Manager**

Responsible for purchasing of locally required items.  
Mobilization / Demobilization: inventory, packing and handover procedures.  
follow-up in accordance with action tracking system requirements.  
Ensuring sufficient provisions for Daily food supply in Camp mess, and offshore vessels.  
Oversee and manage camp maintenance and storage facilities  
Managing all aspects of staff accommodation (cleaning, maintenance, occupancy in the camp, safety&security. Ensuring discipline in the camp  
Dealing with different Port owners, Port Captains and Coast Guard in regards to locating and moving vessels, in multiple locations.

**Holiday inn Baku / Astoria Hotel Baku**

**Procurement Manager  
(Taskforce)**

**Training for existing staff**

Contract management  
BID evaluation  
Implementing P&P  
Receiving / Storage / Issuing procedures  
FIFO/SMIR/NMIR  
Inventory/Stock taking  
Cost Control

**Pik Palace/Park Chalet**

**Procurement Manager /  
Cost Controller**

Pre-opening of hotels  
Contracts management  
Materials management  
Implementing P&P  
Preparation of RFI/RFP, sourcing for requested materials and order service works in local market & international market.  
Preparation of PO/SO for local & international vendors.  
Preparation statistical reports, inventory count.  
Collaborated with internal teams to improve outputs to meet demand and supply requirements.  
Established inventory targets, stock level and risk mitigation targets and managed flexibility strategy to optimize inventory.  
Cost control - support to finance department.  
I-scala software setting, (stock matrix, Item creation, Balance sheet accounts creation and linking to system warehouses)  
Business contribution: 10% out of budgeted amount cost saving.  
(cost reduction, cost avoidance and operation efficiency)

**Hyatt hotels Baku**

**Cost Controller**

Conducting control of Purchasing/Warehouse department and calculation of all expenses and timely preparation of statistical reports.  
Performing an inventory accounts closure on monthly basis after carrying out an inventory count of all the storeroom warehouses.  
Preparation of Expired items report, Slow/Non-moving items report.  
Capital Expenditure and Cash Flow control.  
Partly involved to preparation of Balance sheet reconciliation and Salary calculation.

**Hyatt hotels Baku** **Purchasing manager asst.**  
**Storeroom clerk**

**Hyatt hotels Baku**

**Purchasing manager asst.**

**Storeroom clerk**

Warehouse daily management: material receiving, issuing, stocktaking.

Material Inventory control, track of materials/equipment delivery.

Responsible for materials issue/return.

Purchasing of required equipment either from local market or abroad.

Preparation of quarterly index of prices for annual price comparison.

## EDUCATION AND TRAINING

Bachelor degree                      Azerbaijan State Economic University  
International Economic Relations

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International Economic Relations

Bridge Academy

Bridge Academy

Native language                      Azerbaijani / Turkish

Native language                      Azerbaijani / Turkish

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Russian	C2	C2	C2	C2	C2

### Communication and Organisational skills

A strong leadership and communication skills that helps to deliver related information in appropriate standard and understandable manner. Excellent leadership, problem solving, and critical thinking skills. Self-sufficient in terms of working environment and have ability to work with minimum supervision on good level of productivity, proactive and able to take initiative.

**Digital skills** Advanced user of Microsoft Windows XP OS, Microsoft Office suit, Iscala, COINS

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