

Assiya Polessyuk

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Personal info

Date of birth: 24th of June 1985
Nationality: Russian
Citizenship: Republic of Kazakhstan
Marital status: Single

EDUCATION

2001 -2008 Samara State Technical University, Samara, Russia

Specialty: Economist (Diploma)

2003 -2006 Technological Engineering College, Uralsk, West Kazakhstan

Specialty: Technologist of operation oil and gas industry (Diploma)

PROFILE

- Three years experience in the Oil & Gas Industry, with KPO. Now willing to expand my professional career to the next level, within KPO organization.
- Recently gained Diploma in Economics, eager to apply my knowledge and abilities in the work environment.
- Driven individual with a track record of succeeding in tasks undertaken.
- Flexible and willing to expand my abilities in various areas, my personal attributes provide versatility in the application of my skills
- I'm highly self motivated, and able to manage my time and skills to ensure all my objectives are met within the dead lines given
- Ability to make the correct decisions, taking responsibility of these decisions and seeing them through to conclusion.
- High energy team player with communication and presentation skills.
- Willing to assist and help other meet their goals and objectives.
- Self motivated professional with a strong work ethic.
- Excellent computer skills

EXPERIENCE

October, 2005 till present day

Karachaganak Petroleum Operating B.V., West Kazakhstan Oblast, Kazakhstan

PRODUCTION & MAINTENANCE / WAREHOUSE & MATERIALS MANAGEMENT DEPARTMENT

MATERIALS CONTROL SPECIALIST

Key activities/duties:

- Performance in computerized maintenance management system "Maximo" (further Maximo) all the transactions on materials receipts and issues.
- Participation in stock check process and reflection of the results in Maximo System.
- Post up inventory holdings by input of the information into Maximo indicated in materials receiving reports completed by materially responsible people
- Check the correctness of materials receiving reports completed by materially responsible people by collation report data with contract terms and data indicated in materials accompanying forms.
- Contact KPO Customer-departments, owners of the received materials against the report and get instructions on their issue or storage. If materials issue is required complete issue and delivery documents and respectively instruct a storekeeper.
- Coordinate materials issue by agreement with User-Departments of the time and materials delivery point.
- Check the correctness of "Overage, Shortage and Discrepancies Report" completed by materially responsible person and attached to materials receiving report. To contact KPO

Customer-Department and discuss the possibility of materials acceptance, mentioned in «Overage, Shortage and Discrepancies Report», provide recheck of the disputable materials by Customer-Departments representatives. Inform the Customs & Support Services Section in order to raise a claim to Vendor.

- Control and track Work Orders of User-Departments in Maximo against which the materials are to be delivered. Provide storekeeper with «Materials Picking List».
- Receive material requisitions from User-Departments, check the possibility of materials issue against the received requisitions, register them and pass to storekeeper for materials picking and issue.
- Update the data of scrap materials register in accordance with User-Departments' memorandums, Goods return notes, Maximo adjustment forms.
- In case of discrepancy confirmation, complete Maximo Adjustment Forms and pass to Senior Materials Control Specialist for verification. Control the performance of actions on discrepancies regulation.
- Receive the requisitions for PPE from User-departments. Check the correctness of requisitions completion in terms of their requisites and their entitlement for PPE issues in accordance with Personnel PPE provision norms and database entries. Send requisitions to Warehouse Superintendent for his approval. Ensure transmittal of the approved PPE requisitions to storekeepers or Contractor. Maintain the register of these requisitions in order to ensure the ability to check the Vendor's invoices.

June, 2005 to October 2005

**“Aksiautotrans” JSC, West Kazakhstan Oblast
Transport Department, Workshop Fleet Maintenance “Diamond”**

Workshop Receptionist

Responsible for Data Input of vehicle maintenance into Maximo Database, which will be used to control and manage all vehicle maintenance data for Operations and Development.

Responsible for correcting, inputting detailed information and updating of the Maximo System ensuring that all information is recorded.

Key activities/duties:

- Schedule vehicles into the workshop for corrective and scheduled preventive maintenance;
- Raise Maximo work orders, including all the relevant information from the vehicle and driver;
- Liaison with user departments regarding progress and completion of repair;
- Day to day administration duties, to include car wash report and fuel issue data received from contractor. Produce weekly reports.
- Make out internal workshop requisitions for sub contracted work (various jobs, machine shop, windscreen repairs etc).

RELATED TRAINING COURSES

- Business English Course (London, International House ,Certificate, May-July 2007)
- Materials Management course by CILT Institute UK (Certificate 2006)
- Logistics & Purchases (Kazakhstan Certificate 2006)
- English course (Kazakhstan Certificate 2005)

Language skills

- English – Intermediate
- Kazakh – elementary
- Russian – native

Professional skills

- MS Office: Word, MS Excel, PowerPoint, MS Outlook, Outlook Express, Maximo 4i).
- Strong writing and communication skills
- Process oriented