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Rakhman Saryshev

Curriculum Vitae

Name : Rakhman Saryshev
Address : Aktau 14 - 40 – 31
Date of birth 15.07 1980
Marital status: Single.

Education and trainings

1995-1998 Mangistau polytechnic college.

Qualifications - Diploma of Bank Financial Operations

1999-2003 Central Asian University, Aktau. Kazakhstan -

Qualifications–Higher education diploma - “Accountant” .

May 2004 – Logistics Center. Almaty. “International Forwarder” 1 month course

Qualifications - Certificate of ANEK (National Freight Forwarders association of Kazakhstan)

Diploma of FIATA (International Freight Forwarding Association), Switzerland,

September 2008 - Baker Hughes - Supervisor Cornerstone Program

August 2008 Baker Hughes FCPA/Anti-Bribery Compliance training.

2010 – started MBA (course - Economics) 2 year additional education in Moscow Business School (MBS).

Employment

1999-2003 International commercial sea port Aktau.

Position: Docker, forklift operator.

2003 – 2004 “NEK-CL” Transportation & Brokerage Services. Aktau.

Position: Expeditor. Coordinator.

Responsibilities: Organization of local transportation, coordinating customs clearance.

June 2004 – November 2004 - “Tranco” JSC. Manager of Multimodal Operations Department.

Responsibilities: Organization and control of international shipments (sea, rw, auto, air).

Services related to international transportation, (customs clearance, local delivery, insurance etc.). Coordinating the shipments with customers, foreign forwarders.

November 2004 –August 2005 – “MAXXima Logistics Kazakhstan” Almaty Branch

Position –Logistics Manager , Almaty Branch Director.

Responsibilities: organization and control of local transportation, customs operations. Working with suppliers and customers.

August 2005 – August 2006 “Kuehne+Nagel Ibrakom” Aktau Representative Branch

Position – Manager of Aktau Representative Field office.

Responsibilities: Coordination and organization of International shipments, working with suppliers, KN network. Door-to-door deliveries, operational reporting.

August 2006 – May 2008 “Panalpina World Transport” position – Customer Service Executive.

Organization and controlling of International shipments and local transportations overland/sea/air routes).

Customs clearance coordinating, daily reporting to customer, “Panalpina” origin offices.

Projects: “Baker Hughes” in-house coordinator .

Job description:

Coordination of Temporary import & exports. Checking the HS codes and customs payments ordering.

Application of cost saving procedures. Coordinating customs brokers. Dangerous shipments management. Organization of international and domestic charters (airfreight, helicopter shipments). Courses: IATA and IMDG Dangerous goods management.

**June 2008 – till present time. “Baker Hughes Services Int. Inc.” Aktau, Kazakhstan.
Position - Logistics Operation Manager.**

Responsibilities: Organization of international import, export and local shipment with freight forwarding companies; import and export customs clearance coordination with local brokerage companies; Daily operations reporting; movements, document controlling in SAP; Ensure that all freight forwarder, customs clearance company and logistics operations by or on behalf of Baker Hughes adhere to the Baker Hughes FCPA Guidelines and Policies. Plan all aspects of the local traffic function. Provide cost-effective, timely, and traceable movement of company products both inbound and outbound. Develops, implements, and maintains policies and systems relating monitoring costs and efficiencies.

Languages

Native – Kazakh, Russian.

English – Fluent.

Skills

Strong organization skills, ability to work under pressure. Customer oriented.

Computer literacy – MS Office. Windows. SAP user.

Interests – Social/Cultural – traveling, classical literature, world history, classic and pop music.

Sporting – Swimming, auto.