

PERSONAL INFORMATION

Irada Rzayeva

 Ziya Bunyadov 23, flat 11, Baku, Azerbaijan

 irada.rzayeva@khazar.org

Sex female | Date of birth 24/07/1992 | Nationality Azerbaijani

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Job within supply chain, procurement, contracts management

WORK EXPERIENCE

February 2023 - present time

Lecturer at Khazar University (MBA, English)

September 2022 - present time

Lecturer at Azerbaijan State University of Economics (MBA, English)

July 2020 - present time

Project Supply Chain Manager

Saipem Contracting Netherlands BV Azerbaijan branch. www.saipem.com

Main activities and responsibilities:

- Ensure that Project Supply Chain (procurement and post-order) activities are planned, executed, and managed, so that goods and services are procured and made available in accordance with Project objectives and requirements.
- Ensure effective interfacing between the Project and the Procurement and Post-Order function.
- Coordinate and control the Project supply chain (procurement and post-order) team and activities, supervising their progress, efficiency and efficacy both during Project proposal and execution phase.
- In collaboration with the Project Director/Manager, the Procurement and Post-Order functions, the Logistic function when present and the other relevant functional and Project positions, define the Project supply chain strategy, encompassing sourcing decisions, procurement of items and bulk materials, subcontracting, expediting, inspection and transportation.
- In collaboration with the Project Director/Manager and the Procurement and Post order functions, to be focal point towards Client for each matter supply chain is concerned within Project perimeter.
- In collaboration with the Project Director/Manager and Procurement and Post order functions, define the Project supply chain organisation, ensure the planning of supply chain activities facilitating, monitoring and consolidating relevant performance.
- Coordinate and consolidate the outcomes of Main Contract analysis ensuring the write up, review, delivery and proper implementation of all Project supply chain deliverables.
- Ensure an integrated view of the Project supply chain activities, through their timely and correct reporting.
- Ensure potential or actual criticalities having impact on supply chain are timely and correctly identified and handled till resolution.
- Constantly promote collaboration and manage interfaces with other disciplines on all aspects relevant to the Project supply chain.
- Ensure Project feedback/lessons learnt on supply chain activities are made available to the Project Management, Procurement and Post order functions.
- Participate to risk management and other inter-functional reviews/activities with regards to Project supply chain activities.
- In case of Projects with a dedicated procurement and post order task force, coordinate and lead a team performing purchasing, expediting, inspection, and transportation activities in accordance with Project and Company requirements.

Oil and Gas, engineering and construction.

December 2018 - June 2020

Project Expediting Coordinator

Saipem Contracting Netherlands BV Azerbaijan branch. www.saipem.com

Main activities and responsibilities:

- Coordinate efficiently Expeditors in order to reach project goals by means of cost effective and result oriented solutions according to Company network synergies, best practices and procedures.
- Ensure availability of purchased goods and relevant necessary documentation at the established delivery point, in accordance with purchase order requirements/conditions, delivery time and project procedures.
- Ensure timely update of Company Information Tools/Systems (either directly or by Expeditors) with the most reliable and up to-date information on supply progress (i.e. Engineering, Suborder Issuance, Material Availability, Manufacturing, Expected Delivery Date).
- Report in a prompt manner to the Project Material Manager and to the management of the Project criticalities related to the project supplies and any deviation with respect to the contractual delivery time.
- Ensure the execution of expediting activities on Project purchased goods in connection and cooperation with the assigned expeditors.
- Ensure regular, permanent and dedicated communication with the assigned expeditors in order to circulate the most updated information from the Vendors to the Project and vice versa.
- Ensure the continuous monitoring of expected milestones achievements related to POs and provide relevant reporting.
- Ensure continuous communication with all Project Post Order assigned resources to assure any possible optimization in the process flow (i.e. inspection, shipping activities).
- Support the Project Material Manager for the verification of all information included in the Material Status Report and activate all necessary post order resources to ensure prompt update of the Company System (i.e. SAP).
- Ensure the effective and methodical use of Systems, Applications and Tools adopted by Company and/or project (i.e. SAP, Data warehouse) for managing Post Order Management activities.
- Ensure project feedbacks to relevant Functions in order to capitalize experiences.

Oil and Gas, engineering and construction.

June 2018 - November 2018

Senior expediting, logistics and customs officer in Procurement and Post order department

Saipem Contracting Netherlands BV Azerbaijan branch. www.saipem.com

Main activities and responsibilities:

- Ensure time and quality in the delivery of Goods and documents indicated in the Purchase Order and ensure the suitability of Goods, thus preventing extra costs, delays or other disruptions in the execution of projects, by promoting/suggesting any corrective actions that may be necessary during the production and/or assembly of the Goods.
- Monitor the progress of the supplies status during the entire supply execution period to achieve contractual delivery date.
- Manage requests for early delivery or postponed delivery in accordance with the project requirements.
- Review Purchase Order and all the contractual documentation in order to detect discrepancies and prevent any misunderstanding that could potentially cause delays.
- Contact the Vendor to check correct receipt and interpretation of the Purchase Order, expediting the issuance of acknowledge of the order.
- Ensure that the vendor supply schedule covers all the supply cycle phases (engineering, procurement, construction, inspection, preparation for shipment and transport) and its compliance with contract delivery terms and dates.
- Facilitate the interface between Vendors and Saipem Functions involved in the supply chain activities.
- Provide reliable and up-to-date information on supply progress status according to the delivery criticality.
- Monitor all supply chain phases to timely identify and manage any potential cause of delay, and mitigate delays already detected.
- Ensure timely availability of suitable shipping documentation to allow the shipping and transportation of the purchased Materials.
- Ensure timely identification and management of "dual use".
- Guarantee SAP exhaustive and punctual updating.
- Ensure the correct issuance of Goods Receipts and release of achieved Milestones. Ensure continuous correct forecasting of Milestones achievement as well as Goods expected delivery dates.
- Support Liquidated Damages competent function to properly evaluate the reason of delay.
- Support competent function in the definition of Vendor variation request/claims.
- Issue vendor performance feedback as per Saipem Vendor Management process.
- Ensure the coordination of the Shipping and Customs activities so that all goods are delivered to the final destination promptly and properly transported to avoid physical damage and delay with respect to Projects/operations and/or Asset Management requirements.
- Prepare the Projects /operations specific procedures for Shipping, Customs and packaging of Projects/operations materials.
- Prepare the technical enquiry package for Shipping and Customs services.
- Plan the Shipping and Customs activities with Project Material Manager and Expediting Department in case of Projects/operations material.
- Plan the Shipping and Customs activities with Asset Management in case of Asset material.
- Coordinate the Suppliers (Forwarders and/or Customs agents) with regard to the management of the transport of the goods, in accordance with the Transport Service Contract Documents.
- Manage / prepare the documents required to the execution of the Shipping and Customs activities, such as import, export and transit of materials in accordance with Customs, port requirements and Company procedures.
- Ensure that necessary studies for abnormal cargoes, such as method statement, drawings, transport procedures, are available and distributed according to Projects/operations requirements.
- Prepare shipping documents using Saipem software tools.
- Provide Shipping and Customs reports in accordance with Projects/operations requirements.
- Keep constantly up-to-date the budget of the Shipping and Customs service agreements.
- Use SAP for the management of Shipping and Customs activities and ensure timely updating.
- Prepare the Service Entry Sheet in accordance with Transport Service Contract Documents.
- Ensure the retrievable archive of Shipping and Customs documents.
- Support the material purchasing department to manage Shipping and Customs issues (choice of the INCOTERMS, etc.).
- Provide feedback information using Saipem software tools on Suppliers performances (Forwarders and/or Customs agents).

Oil and Gas, engineering and construction.

September 2015 - May 2018

Expediting, logistics and customs officer in Post order department

Saipem Contracting Netherlands BV Azerbaijan branch. www.saipem.com

Oil and Gas, engineering and construction.

February 2015 - August 2015 **Junior Expediting, logistics and customs officer in Post order department**
Saipem Contracting Netherlands BV Azerbaijan branch. www.saipem.com

Oil and Gas, engineering and construction.

June 2014 - January 2015 **Expediting, logistics and customs officer trainee in Post order department**
Saipem Contracting Netherlands BV Azerbaijan branch. www.saipem.com

Oil and Gas, engineering and construction.

December 2013 - May 2014 **Expediting, logistics and customs officer trainee in Post order department**
Saipem Asia SDN.BHD. Azerbaijan Branch. www.saipem.com
Oil and Gas, engineering and construction.

June 2013 - November 2013 **Intern in logistics and customs department**
Saipem Asia SDN.BHD. Azerbaijan Branch. www.saipem.com

Oil and Gas, engineering and construction.

EDUCATION AND TRAINING

May 2021 - December 2021 **Innovation factory**
Saipem SPA
Member of the 5-th round of Innovation Factory Projects 2021-2022

January 2020 - December 2020 **CIPS in Procurement and Supply Operations** Certificate
Chartered Institute of Procurement and Supply
Level 2

September 2017 - June 2019 **Master of Business Administration** Diploma with distinction
Azerbaijan State Economic University
MBA, Management; GPA 96/100

September 2009 - July 2013 **Bachelor of International Economics** Diploma with distinction
Azerbaijan State Economic University
GPA 95/100

June 2018 **Intermediate to Project Management** Certification
ENI corporate University, Italy

November 2018 **Problem solving and decision making** Certification
"GRBS" training center, Baku, Azerbaijan

April 2017 **Introduction to Project Management** Certification
ENI corporate University, Italy

March 2016 **Transport logistics. Organization of International cargo transportation** Certification

"Pro Log" training center, Baku, Azerbaijan

October 2015

INCOTERMS 2010

Certification

"Pro Log" training center, Baku, Azerbaijan

February 2014

SAP courses

Saipem SPA, Italy

April 2013 - May 2013

Youth work readiness program

Certification

"Junior Achievement Azerbaijan branch" Non-profit educational organization, Baku, Azerbaijan

September 2009 - October 2009

MS Office Proficiency Course

Certification

"Piramida" Educational center, Baku, Azerbaijan

July 2009

Score: 632 (Highest among all students at Azerbaijan State Economic University)

National University Entrance Examination ("TQDK")

September 1998 - May 2009

High school

Diploma with distinction

School#102, Baku, Azerbaijan. GPA 5.0/5.0

PERSONAL SKILLS

Mother tongue(s)

Azerbaijani

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Russian	Proficient (C2)	Proficient (C2)	Proficient (C2)	Proficient (C2)	Proficient (C2)
English	Proficient (C1)	Proficient (C1)	Proficient (C1)	Proficient (C1)	Proficient (C1)

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

▪ good communication skills gained through my experience as Expediting Coordinator and PSCM

Job-related skills

▪ good command skills gained on various project with different clients: Shah Deniz 2, ACE, CGLP, Absheron URF.

Computer skills

▪ SAP

Other skills

▪ Literary Composing
▪ Teaching
▪ Fly yoga

Driving licence

▪ B

