

SABIT TRUMOV

Spare Parts | Materials | Management | Master Data | Stock Optimisation

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PROFESSIONAL PROFILE

Oil & Gas Spare Parts and Materials Management professional with 20 years of experience supporting maintenance, turnaround and production operations, with the main objective of ensuring the right quantity of technically correct materials is available at the right place and at the right time for safe and reliable operations. Strong background in SAP MM/material master data, equipment BOM linkage, spare parts strategy, Min-Max stock optimisation, PR/PO technical review, procurement coordination, expediting, preservation and QA/QC documentation control. Proven ability to interface effectively between Maintenance, C&P, Warehouse, Projects, vendors and suppliers to ensure spare parts are properly defined, procured, delivered, preserved and ready for use. Experienced team leader with 15+ personnel supervision, budget and cost control exposure, reporting/dashboard development and digitalisation of materials workflows.

Role Requirement	Relevant Strength
Spare Parts Strategy / criticality-based stock readiness	Long-term experience with Min-Max, replenishment stock, critical maintenance materials, turnaround readiness and material availability for planned and corrective maintenance.
SAP / CMMS / Material Master / BOM	Hands-on experience with SAP MM, material master data, equipment BOM linkage, CMMS data quality, cataloguing and spare-part association to equipment/job plans.
Procurement, PR/PO, vendors and C&P interface	Pre- and post-award PR/PO support, technical evaluation review, supplier clarification, expediting, FWA/call-off coordination and stakeholder follow-up.
Preservation, storage condition and QA/QC documentation	Coordination of preservation activities as well as prepare annual plan, stock certification control, warehouse/material readiness support and technical/quality documentation review, slow moving materials "DEAD Stock" reviewing,

CORE COMPETENCIES

Spare Parts Strategy & Stock Management	SAP MM / Material Master / BOM	CMMS / Maintenance Data Quality
Inventory Optimisation / Min-Max	PR / PO / Call-Off / FWA Coordination, Prepare forecast for short and long terms agreements, Technical Evaluation Plan, Market Research etc.	Technical Evaluation of Spare Parts
Procurement Expediting & Vendor Follow-up	Turnaround Materials Readiness	Preservation & Storage Readiness
Cataloguing / SPIL / Equipment Linkage	QA/QC Certificates & Documentation	Budget Planning & Cost Control
Obsolescence & Alternative Materials	Power BI / SAP Reporting Dashboards	Cross-functional Stakeholder Management

PROFESSIONAL EXPERIENCE

Field Materials Superintendent | Karachaganak Petroleum Operating B.V. (KPO)

Jun 2024 - Feb 2026 | Aksai, Kazakhstan

- Led field materials and spare parts management activities supporting maintenance, turnaround and operating assets in a large Oil & Gas environment.
- Ensured availability of critical materials through SAP-based inventory control, replenishment planning, Min-Max review and close coordination with Operations, Maintenance, Warehouse and Supply Chain.
- Oversaw end-to-end spare parts procurement support including purchase requisitions, call-off orders, purchase orders, supplier follow-up and C&P interface including preparation for long term agreement (all steps).
- Maintained governance over SAP material master data, technical descriptions, manufacturer/part number information, UoM accuracy and equipment BOM linkage.
- Supported budget planning and cost control for spare parts/materials, including prioritisation of critical, turnaround and long-lead items.

- Led digitalisation and reporting improvements to increase visibility of stock availability, procurement status, backlog, demand and material risks.
- Supervised and developed a multidisciplinary materials team, strengthening competence, workflow discipline and stakeholder service quality.
- Coordinated contractual and purchasing requirements for maintenance spare parts and materials, ensuring that purchase requisitions, call-offs, purchase orders, scope clarifications and vendor deliverables were properly aligned with Maintenance, C&P, Warehouse, Projects, vendors and suppliers.
- Oversaw the smooth administration of spare-parts procurement activities and maintenance-related contract support, including procurement follow-up, delivery expediting, issue resolution, stakeholder coordination and reporting to ensure timely material availability for operations.
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Spare Parts Superintendent | Karachaganak Petroleum Operating B.V. (KPO)

Jan 2012 - Jun 2024 | Aksai, Kazakhstan

- Managed spare parts and replenishment stock for maintenance and production support using SAP, Min-Max methodology, procurement planning and cross-functional coordination.
- Maintained replenishment stock materials and related Purchase Requisitions in SAP, ensuring timely ordering and availability of planned preventive maintenance spares.
- Reviewed Technical Evaluation conclusions for spare parts purchasing to verify technical suitability, certification requirements, equipment compatibility and operational need.
- Controlled spare parts availability for mechanical, electrical and instrument equipment, including stock levels, certification status and preservation requirements.
- Coordinated Preservation Materials Team activities to protect spare parts under storage and maintain fit-for-use condition for future maintenance requirements.
- Prepared budget inputs, supported materials cost planning and worked with departments to align spare parts requirements with operational and financial priorities.
- Developed and improved internal procedures covering cataloguing, preservation and electronic RFQ/materials workflows.
- Interfaced with Projects, Production Units and maintenance stakeholders for SPIL/cataloguing processes and project-to-operations material readiness.
- Promoted automation, data cleansing and reporting tools that improved visibility of material status, stock optimisation opportunities and procurement follow-up.
- Coordinated contractual and purchasing requirements for maintenance spare parts and materials, ensuring that purchase requisitions, call-offs, purchase orders, scope clarifications and vendor deliverables were properly aligned with Maintenance, C&P, Warehouse, Projects, vendors and suppliers.
- Oversaw the smooth administration of spare-parts procurement activities and maintenance-related contract support, including procurement follow-up, delivery expediting, issue resolution, stakeholder coordination and reporting to ensure timely material availability for operations.

Spare Parts Engineer | Karachaganak Petroleum Operating B.V. (KPO)

Jan 2008 - Dec 2011 | Aksai, Kazakhstan

- Reviewed spare parts requisitions and stock inventory levels to support equipment repair, maintenance workshop needs and field maintenance execution.
- Applied business optimisation techniques to set and review minimum and maximum stock levels for strategic spares, consumables and future spare parts requirements.
- Prepared technical evaluations for ordering spare parts and components, including assessment of vendor proposals against operational and technical requirements.
- Technically approved order placement for spare parts and components supplied by vendors, supporting procurement quality and timely material availability.
- Monitored spare parts usage and analysed stock movements to minimise cost, reduce working capital and improve stock efficiency.
- Provided required data and technical information to CMMS teams to improve maintenance planning, material linkage and equipment data quality.
- Mentored junior engineers and improved team productivity through technical guidance, structured follow-up and communication with internal clients.

CMMS Mechanical Engineer | Karachaganak Petroleum Operating B.V. (KPO)

Jan 2006 - Jan 2008 | Aksai, Kazakhstan

- Maintained and optimised CMMS data supporting planned preventive and corrective maintenance for mechanical equipment.
- Analysed and quality-checked equipment, plant location, technical specification, PM/job plan and spare parts data before entry into CMMS.
- Linked relevant spare parts to equipment records to support maintenance planning, improve spare parts traceability and increase system value for operations.
- Conducted QC analysis of submitted data and ensured system integrity, data consistency and effective use by maintenance personnel.
- Provided follow-up support and expert guidance to CMMS users to maximise system effectiveness and improve maintenance data discipline.

ACHIEVEMENTS

- Recognised for strong leadership in materials management and supervision of a multidisciplinary team supporting Oil & Gas maintenance operations.
- Contributed to turnaround materials readiness by proactive planning, cross-functional coordination and close control of critical spare parts availability.
- Led digital transformation initiatives including automation, data cleansing and reporting dashboards to reduce manual workload and enhance decision-making.
- Delivered cost optimisation through stock review, Min-Max strategy, demand planning and supplier/procurement alignment.
- Improved visibility of KPIs, backlog, procurement status and stock optimisation opportunities through SAP/Power BI-based reporting.
- Supported lean review of procurement/materials workflows to reduce lead-time exposure, stock cost and budget pressure.

EDUCATION

Mining Engineer in Oil and Gas Engineering, West Kazakhstan Technical University | 2000 - 2005

Specialty: Development and Operation of Oil and Gas Fields

Bachelor of Economics and Business in Business Management, West-Kazakhstan Innovation & Technological University | 2012 - 2014

Specialty: Economic

PROFESSIONAL TRAINING

- Lean Six Sigma - Yellow Belt, ENI | Feb 2023
- Logistics of Procurement. Inventory Management, CCL-Logistics | Apr 2021
- Supply Logistics. Inventory Management, ITC Group | Sep 2018
- Implementation of an Energy Management System ISO 50001, National Center for Expertise and Certification | Nov 2014
- IMQ Certificate in Management, Institute of Leadership & Management | Jul 2010
- Explosion Protection Systems - Standards Awareness, EP-IT Group | Jun 2010
- Excellence in Spare Parts Inventory Management, ESS by Asset Care Specialists, Ireland | Apr 2009
- Certification of Equipment and Materials, Institute of Qualification in Karaganda | Dec 2008
- Soft Skills Trainings, KPO Training Centre | Various years

SKILLS

Management, Strategic Planning, Continuous Improvement, Staff education and training

LANGUAGES

Languages: Russian - native/fluent; English - professional working proficiency.