

Assistant



Tatyana Bocherikova

Предпочитаемая страна: Чехия
Зарплата: От 1000 EUR
Направление деятельности: Секретариат, делопроизводство, ахо
Тип работы: Полная занятость
Готов к переезду: Да

Описание резюме

An effective, diverse and versatile professional offering rich experience in in Sales & Procurement that includes solid skills of organization, scheduling; effective time and resource management even for stressful time plans. Resourceful, proactive and responsible. Effective communicator; excellent research and report writing skills. Flexible and adapt quickly to new working environments. Can work independently and an effective team player.

Опыт работы

01.01.2013 – 01.11.2017

TM PROF-LIDER, Kiev, Ukraine

Procurement Manager

- Strategic procurement which include negotiating and strategizing to obtain best prices among various distributors.
- Managing Quotations, Scope of Work, Purchase Orders, and Inquiries from distributors.
- Responsible for sourcing supplies, forecasting inventory requirements, assessing risk, and daily operation of Store Supplies
- Managing Purchase Orders and Shipping.
- Plan, organize and oversee operational logistics of the organization, establish work schedules and procedures
- Responsible for sourcing supplies, forecasting inventory requirements, assessing risk, and daily operation of Store Supplies
- Maintaining and circulation of various documentation on procurement processes.

01.12.2018 – 01.09.2020

Various clients

Supply Chain & Customer Service

Currently I'm working as a freelancer for customer support, personal assistant, administrative work, customer service, logistics and supply chain.