

Richard Jimenez Dadul

INTERNATIONAL BUSINESS ADMINISTRATION

OBJECTIVE

Job Objective Seeking a position of International Business Consultant position in a reputed organization where I can use all my knowledge and experience in a better way to benefit the organization.



PROFESSIONAL PROFILE

Management of work and personal relations with their superiors, colleague's collaborators, non-company personnel and in general everything with whom they must interact, especially for work reasons. Initiative to act without permanent guidelines, to seek and find appropriate solutions to situations that are presented at work. Responsible for meeting schedules or working days, Responsible for the fulfillment of the timetables or the working days, as well as the deadlines established for the delivery or execution of works.



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EDUCATION

- 2009 - Professional technician in import and export management National Learning Service SENA, Barranquilla.
- 2014 - International Business Technologist National Learning Service SENA, Barranquilla.
- 2018 - International Business Administration Professional Polytechnic Corporation of the Atlantic coast, Barranquilla.

OTHER STUDIES AND CONFERENCES

- 2012 - Certificate of work Competency, in the norm to interact with clients according to their needs and with the policies and service strategy of the Organization, National Learning Service SENA, Barranquilla 2012.
- 2016 - Administration and Finance Update seminar - 20 hrs. Polytechnic Corporation of the Atlantic coast, Barranquilla
- Tenth customs, logistic and Port Symposium – 19th and 20th May 2017. Colombian Federation of logistic agents in international trade, FITAC.
- 2017 - Conference of the International week - 12th to 14th September. Organized by the International Business Administration of the private University of the North, headquarters Lima Center. – Lima - Peru, September 2017.

WORK EXPERIENCE

- Foreign Trade Practitioner

Customs Agency AVIATUR LTDA. Level 1, December 2009 – September 2010.

- Import and Export Assistant

Customs Agency Moviaduanas S.A.S. Level 1, September 6th, 2010-March 16, 2012.

- Import and Export Assistant

Customs Agency Aduanimex S.A. Level 1, March 20, 2012-January 29, 2013.

- Import Operational Advisor

Customs Agency Mario Londoño S.A., TCC Group, December 9th, 2014, currently.

FUNCTIONS PERFORMED

- To develop follow-up of shipments or shipments in process, informing the supervisor, immediate superior or customers.
- Make commercial reports requested by the management in the short and medium term. Thus, it controls a list of export and import files.
- Collects and orders all commercial foreign trade invoices, preparing accurate documents to access these invoices when any other area requires it.
- Is responsible for analyzing the costs with the respective logistic agents, in addition to contacting the Customs office so that any process is 100% correct.
- Effectively assumes export management in both small and medium-sized enterprises. At the same time it increases the experience in the field.

+ SKILLS AND COMPETENCIES

- Strategic thinking
- Management and team management
- Project management
- Proactivity
- Customer service
- Facilitation
- Liability
- Discipline
- Results and solution oriented
- Teamwork

+ LANGUAGES

- Spanish: Mother Tongue
- English: Basic 1 level University of the Atlantic

+ EXTRACURRICULAR ACTIVITIES AND INTERESTS

- Bike driving
- Travelling
- Reading
- Hiking
- Dance

+ ADDITIONAL INFORMATION

- Birthday: February 2, 1991
- Residence: Colombian.