

# Akhmetova Lana

Female

+7 (705) 8199417

g\_999@list.ru — preferred means of communication

Reside in: Aktobe

Citizenship: Kazakhstan, work permit at: Kazakhstan

Not ready to relocate, not ready business trips

## Desired position and salary

### Logistics manager

**150 000**

KZT

Management

- Transport, Logistics
- Procurement Management

Employment: full time

Work schedule: full day

Desired travel time to work: any

## Work experience — 1 year 8 months

February 2018 — till  
now  
1 year 8 months

### TOO Kol Auto Hyundai

#### Administrator

- \* Leveraged detail-focused and service-oriented nature to make positive impact on administrative operations.
- \* Made decisions affecting daily operations such as overseeing purchasing and inventory management.
- \* Oversaw budget and tracked expenses against plans.
- \* Computerized office activities, maintained customer communications and tracked records through delivery.
- \* Conducted health programs such as DMS.
- \* accept, process, organize, structure, ensure timely and effective review and coordinate with the manager, provide other departments with all relevant necessary documents;
- \* car delivery control, warehouse analysis, car sales analysis, sales analytics.
- \* control the deadline for orders, paperwork for the issuance of cars.
- \* perform oral and written negotiations

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Gaziza Zhubanova Street, 48-111

## Education

### Higher

2018

### Aktobe State Regional University

Bachelor of Science

## Key skills

Languages

Kazakh — Native

## Further information

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About me

Analytics, Managerial Skills > Staff Management, Strategic Planning, Travel coordination