

EKATERINA KOSHKINA

Hello!

MY NAME IS KATE AND I HAVE BEEN LIVING IN PRAGUE FOR 8 YEARS. NOW SEEKING TO CONTRIBUTE MY EXPERIENCE, SKILLS AND EXPERTISE IN NEW AREA.

CONTACT

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EXPERTISE

- ▶ MS OFFICE APPLICATIONS
- ▶ ADMINISTRATIVE CONTROL
- ▶ PROBLEM SOLVING AND DECISION MAKING
- ▶ SAP TM
- ▶ FOS USER

EDUCATION

- ▶ **LOGISTICS, TECHNOLOGY AND MANAGEMENT / ČVUT, PRAGUE**
MASTER/ 2014-2016
- ▶ **MANAGEMENT AND ECONOMICS OF TRANSPORTATION AND TELECOMMUNICATION / ČVUT**
BACHELOR/ 2011-2014
- ▶ **GYMNASIUM OF THE MATHEMATIC AND MUSIC, SAMARA**
2000-2010

EXPERIENCE

TENDER CENTER ANALYST

QUALIFYING AND ANALYSIS INCOMING BID MATERIAL AGAINST CORPORATE TENDER MANAGEMENT CRITERIA; SEARCHING OF THE BEST CONCEPTS AND SOLUTIONS FOR A SPECIFIC PROPOSAL THAT CREATES A WIN-WIN SOLUTION FOR BOTH THE CLIENT AND THE ORGANIZATION; COORDINATING AND FINALIZING TENDER RATE AND SERVICE PROPOSALS FOR CLIENTS.

PROCESS EXPERT - DOCUMENT PROCESSING, EXPORT

DOCUMENT PROCESSING RELATED TO THE OCEAN SHIPMENT; ADMINISTRATION CONNECTED TO THE SPECIFIC REGULATION OF CUSTOMER; COOPERATION WITH CUSTOMER SERVICE DEPARTMENT IN THE NETHERLANDS, BUSINESS UNIT AND CARRIERS ALL OVER THE WORLD; CREATION DOCUMENTATIONS IN SOFTWARE FOS AND AUTOMATED MANIFEST SYSTEM.

GEFCO

09.2017 - PRESENT
PRAGUE

PANALPINA

01.2017-08.2017
PRAGUE

EXPERIENCE CONTINUED

P A N A L P I N A

06.2015-12.2016

PRAGUE

Č V U T

04.2015-10.2015

PRAGUE

PROCESS EXPERT - DOCUMENT PROCESSING, INVOICING

ISSUANCE OF FREIGHT INVOICES; JOB COSTING DATA ENTRY AND ADJUSTMENT IN SAP TM FOR PROFITABILITY CHECK AS PER COUNTRY BUSINESS UNIT INSTRUCTIONS; HANDLING OF INVOICES DISPUTES, REGISTER IRREGULARITIES IN INCIDENT HANDLING TOOL.

ASSISTANT ON PROJECT "SAFETY OF CRITICAL INFRASTRUCTURE"

DATA COLLECTION AND PROCESSING; WRITING ARTICLES ABOUT THE CAUSES OF INCIDENTS, THEIR RESOLUTION, AND AVOIDANCE OF ACCIDENTS IN THE FUTURE.

INTERESTS & HOBBIES



DOGS



SPANISH CUISINE



POLE DANCE



BICYCLE

SKILLS

PROFESSIONAL

- ▶ RUSSIAN C2
- ▶ CZECH C1
- ▶ ENGLISH B2
- ▶ GERMAN A2
- ▶ MICROSOFT OFFICE: WORD, EXCEL, POWERPOINT, OUTLOOK
- ▶ SAP AND FOS

PERSONAL

- ▶ QUICK COMPREHENSION AND FOCUSED WORK
- ▶ RESILIENCE, ABILITY TO MEET DEADLINES
- ▶ TEAM SPIRIT AND SOCIAL SKILLS IN AN INTERNATIONAL ENVIRONMENT
- ▶ CREATIVITY

WEB SITE



<https://koshkinaekaterina.github.io/>

[thub.io/](https://koshkinaekaterina.github.io/)

Thank you!

CERTIFICATION

M I C R O S O F T E X C E L - M A C R O S F O R U S E R S

GOPASS / 05.2018 / PRAGUE

M I C R O S O F T E X C E L - D A T A A N A L Y S T W I T H E X C E L P I V O T T A B L E S

UDEMY / 09.2017 / ONLINE

L E A N S I X S I G M A T R A I N I N G

PANALPINA / 03.2017 / PRAGUE

T R A N S P O R T A T I O N O F D A N G E R O U S G O O D S T R A I N I N G C O U R S E (A D R)

ČVUT / 02.2013 / PRAGUE