



Sorin Jianu

Manager Incoming Goods - Mytheresa.com

Craiova

Contact details

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City: Craiova

Professional experience

Experience by departments

Administrative / Logistics: **2 years and 6 months**

Transportation / Distribution: **3 months**

IT Hardware : **9 years and 11 months**

Jun 2022 - present

1 year

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Abroad | Administrative / Logistics | Transport / Logistics / Import - Export

Monitor and track shipment progress and update stakeholders of any changes or delays

Prepare and distribute necessary documentation for customs clearance

Maintain updated records of import activities

Liaise with internal departments to resolve any issues with imported goods

Train new staff on import procedures

Creating Warehouse receipts for the imported goods

Management of CPM goods distribution

Managing and solving all the issues for all the CPM inbounds received

Preparation and compilation of incoming goods and daily reports

Management of all processes of the CPM products in close cooperation with all departments involved

Improving processes and introduce new ones to increase the efficiency of the model

Acquired skills and competencies:

Microsoft Office, ERP, cpm, Dynamics 365, Microsoft Outlook

Salariul net: 2500 EUR

Dec 2020 - May 2022 Junior Incoming Goods Coordinator - MyTheresa.com

1 year and 6 months

Abroad | Administrative / Logistics | Administrative / Public Sector

Receiving goods and ensuring the quality assurance

Allocation and audit of the product categories as well as product labelling

Booking of the merchandise into the merchandise management system

Providing the goods for various departments (e.g. Warehouse, Store)

Close communication with other departments to ensure a smooth flow of the

goods

Acquired skills and competencies:

Microsoft Office, proficiency in excel, Microsoft Dynamics 365

Salariul net: 2300 EUR

Aug 2020 - Oct 2020 Dispatcher - RunX Amazon

3 months

Abroad | Transportation / Distribution | Transport / Logistics / Import - Export

Receive emergency and non-emergency calls and record significant information

Roster and train drivers

Create schedules

Help with hiring

Employee management

Communicate at all times with Amazon personnel

Help train new employees on policies and procedures

Prioritize calls according to urgency and importance

Monitor the route and status of field units to coordinate and prioritize their schedule

Enter data in computer system and maintain logs and records of calls, activities and other information

Flexible with various tasks and duties and hours of operations

Facilitate daily training classes for up to 30 people, including in station classes and drive-alongs

Acquired skills and competencies:

Training skills, Team Management, Time management, Team spirit, Managing multiple priorities

Salariul net: 2300 EUR

Jul 2008 - May 2018 IT support technician - SC CRISNEC IMPEX SRL

9 years and 11 months

Craiova | IT Hardware | IT / Telecom

Maintain, troubleshoot, and deploy existing and new PCs and peripherals.

Provide service and support for all IT equipment.

Diagnose and resolve technical hardware and software issues.

Schedule and install new hardware and software applications.

Perform preventative maintenance on computer equipment.

Willing to take the lead on varied projects.

Advanced printer & copier maintenance.

Assist with maintaining asset inventory tracking and licensing information.

Maintain accurate hardware and software records for company assets.

Performs minor repairs to hardware, software, or peripheral equipment according to company standards.

Assembles, installs, configures and maintains network and printer equipment.

Install, configure and troubleshoot the following software products; Microsoft (MS) Office Suite, MS Windows 7/10, MS Active Directory, Email/O365 and Anti-Virus products.

Resolve problems reported by end user.

Configures, installs, and maintains system parameters, network addresses, directory structures, security, and network server software.

Maintain Windows Security and OS patching.

Manage File Server security (file/folder access), Print Server (print queues and

drivers), server Backups.
Assist with the implement network projects.
Replace/upgrade old equipment as needed to meet business needs or compatibility.

Acquired skills and competencies:

hardware and software maintenance, basic linux administration, microsoft office suite, network administration/troubleshooting, repair / install hardware and software

Education

2003 - 2005

High School / Vocational school - Independenta

Mathematics - Informatics | Calafat

2001 - 2003

- Liceul Teoretic Henri Coanda

Matematica-Informatica |

Skills

General skills

Management skills, Time management skills, Attention to details, Distributive attention, Planning skills, learning on the fly, self development, excellent communication skill, organization skills, problem-solving skills, it support

Foreign languages

English: Advanced

Other sections

Projects

Personal Website

period Jan 2020 - Feb 2020

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

Driving license

Category B

date acquired 31 Dec 2019