

## Contact

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## Top Skills

Order Management

Supply Chain Management

Customer Relationship Management (CRM)

## Languages

German (Elementary)

English (Full Professional)

Slovak (Native or Bilingual)

Hungarian (Native or Bilingual)

Czech (Native or Bilingual)

## Certifications

PRINCE2® Foundation Certification Training

# Timea Baffi

Import/Export Specialist, Nestle

La Tour-de-Peilz, Vaud, Switzerland

## Experience

### Nestlé

Supply Chain - Import/Export Specialist

May 2022 - Present (1 year 9 months)

La Tour-de-Peilz, Vaud, Switzerland

Creation of Purchase and Sales orders and their placement to Nestlé factories or third parties.

Follow up of on time production of orders.

Creation of Billing (PFIs / final Invoices).

Customer claims management (quality, transport damages, shortages, late deliveries).

Review and maintain General Shipping Instructions with Producing Markets & Customers at all times.

Contribute to collaborative meetings with key stakeholders to strengthen the commercial relationship by proposing process improvements.

Liaise with DSP to ensure correct distribution of stock.

Active participation on new product launches, setting up new distribution flows.

Review and maintain master data: Customer Database, order templates, billing lists, SAP templates.

### KWS Group

Buyer Central EU&UK

January 2021 - April 2022 (1 year 4 months)

Berlin, Germany

Support Go-Live of Procurement within the relevant entities globally.

Processing of purchase requisitions, orders, and contracts for Goods & Services.

Conduction and analysis of RFQs and execution of spot buying for Goods and Services.

Guidance and support of business users in all relevant aspects of the source-to-pay process.

Continuous process improvement for standardization, digitalization, and automation of the end-to-end source-to-pay process.

SME - process trainings to respective business units in all procurement related areas.

## SC Johnson

### Supply Chain, Collaboration Specialist

December 2018 - December 2020 (2 years 1 month)

Frimley

Responsible for portfolio of central European based market by end-to-end order management.

Turn win-lose situations into win-win opportunities with the right benefit-sharing model.

Long-term collaboration with partners/key accounts.

Collection and analysis of supply chain data and oversee inventory procedures.

Vendor operations evaluation (e.g. freight forwarders) according to quality standards.

Supply chain optimization projects planning and implementation to boost performance and reduce costs.

## Johnson Controls

### Collaboration Specialist

November 2015 - November 2017 (2 years 1 month)

Bratislava

Adeptly and accurately managing \$24m receivables base, including collections.

Portfolio maintenance of approx. 500 clients across Detroit, North US.

Cooperation with monitoring credit lines for customers by performing financial statement analysis.

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## Education

### Technická univerzita v Košiciach

Master in Geo-Sustainable Engineering, Postgraduate degree program with specialization on Environmental Consultancies. · (2009 - 2014)