

## Contact

[www.linkedin.com/in/olena-khmarska-917034290](https://www.linkedin.com/in/olena-khmarska-917034290) (LinkedIn)

## Top Skills

Reliability  
Professional Manner  
Organization Skills

## Languages

German (Limited Working)  
Russian (Native or Bilingual)  
English (Professional Working)  
Ukrainian (Native or Bilingual)

# Olena Khmarska

Senior Import/Export Specialist  
Bruck an der Leitha, Lower Austria, Austria

## Summary

Responsible, results-driven Logistics & Transport professional with over 7 years of successful experience, delivering results and service, able to work in a fast pace and diverse environment, meets job demands and deadlines, dedication to quality.

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## Experience

### Syngenta

17 years 2 months

Senior Import/Export Specialist (Crop Protection department)

February 2020 - Present (4 years)

Kyiv City, Ukraine

- Execution of customs clearance procedures for crop protection products, non-commercial goods (generators, Power stations, treater complexes, harvesters etc.)
- Checking import shipping documents and establish proper document flow
- Organizing export / re-export of CP products to the supplying plants.  
Organizing an export of bad quality products, CP samples for shelf life extension, laboratories, utilization centers which help to decrease inventory.
- Participation in global projects by providing all necessary data, performing test before go-live, estimating possible impact and working-out the mitigation plan. The project "Route through Odessa port" from China to Ukraine via Odessa Sea port was successfully implemented.
- Proactively work on receiving EUR 1 certificates for all CP products, which has an import duty for all deliveries.
- Continuously deep dive into legislation in area of international business, certification, Ukrainian legislation.
- Escalation of Production non-conformities/HSES reporting (documents mistakes, damages, theft) in Reliance Tool. Tracking of investigations and actions taken to avoid recurrence.
- Responsible communicator with Order Management (OM) and participants of Global Logistics.

- Monitoring of PO status till the goods arrive to the WH ensuring all relative to import documents are provided to OM.
- Forecast of the tax payments during the customs clearance process, accuracy payments control.

#### Senior Specialist (Seeds department)

November 2018 - November 2020 (2 years 1 month)

Kyiv City, Ukraine

- Execution of customs clearance procedures for non-registered seeds and non-commercial equipment, controlling deliveries aligned with Customer expectations.
- Improving and making the Trial Seeds import processes sustainable.
- Cooperation with related Custom offices, State seeds inspections, Quarantine inspection, Certification Authorities to ensure timely delivery of non-commercial goods to the customers.
- Ensuring of export operations to external clients.
- Close collaboration with State Service of Ukraine on food safety and consumer protection to obtain all needed Import permits for non-registered seeds on time.
- Deep dive into legislation in area of international business, certification, phytosanitary regulations for Seeds deliveries etc.
- Represent Company's interests in EBA, UA Seeds Association and other unions.
- Coordinated communication with the State Service of Ukraine.
- Annual Reporting to the State Service of Ukraine on food safety and Consumer Protection regarding volumes of seeds that were imported, harvest that was collected, and locations that were used for trials to be in line with Ukrainian legislation, providing necessary reports to the responsible State Authorities.
- Full responsibility for timely Contract and addendums execution.

#### Transport Specialist, Secondary Distribution Department

December 2016 - November 2018 (2 years)

Kyiv City, Ukraine

- Coordination of internal transportations of goods (CP, SE, VEG) according to Incoterms and Ukrainian Legislation about transportation of ADR-goods.
- Transportation of goods and Demo products between warehouses, optimizing of routes, truck loads and costs.
- Shipment creation in SAP according to loading schedules; ccontrol for the correct input of logistics data into the systems.
- Payments for transportation.

- Regular tenders, negotiations with Transport providers; monitoring of market, price and terms discussion. Activity management of 5 subcontractors at the same time, KPIs monitoring.
- Participation in stocktaking (quarterly, yearly).
- Minimize all possible risks during transportation. Prevention of damage of goods, fixing damages. Escalation of non-conformities/HSES reporting (damages, theft). Tracking of investigations and actions taken to avoid recurrence. Communication with Insurance company on Claims matter, write-off process.
- Interaction with the main stakeholders for transportation (WH, Client, Customer Service, Carrier).
- Coordination of international transportations.

#### Secretary of the administrative department

April 2016 - November 2016 (8 months)

Kyiv City, Ukraine

- Organization of effective document flow with clients and internal colleagues
- Executive and administrative support and customer service to clients and internal staff.
- Interaction with company's divisions to resolve work processes.
- Calendar management: maintaining calendars for appointments.
- Arranging couriers.
- Answering and forwarding phone calls.
- Database and records management.

#### On Leave

September 2008 - April 2016 (7 years 8 months)

Maternity leave

#### Secretary of the administrative department

December 2006 - September 2008 (1 year 10 months)

Kyiv City, Ukraine

- Executive and administrative support for internal colleagues.
- Management of document circulation, registration and archiving of documentation, organization of courier shipments in Ukraine and abroad.
- Organization of meetings. Calendar management.
- Answering and forwarding phone calls.
- Arranging travel: Visa's obtaining for business trips abroad.

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## Education

National University of Life and Environmental Sciences of Ukraine  
Bachelor's degree, master's degree , Agrochemistry and Soil  
Science · (2000 - 2007)