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| |  |  | | --- | --- | | Skills The organization and control of cargo traffic of goods import and export. Knowledge Incoterm and management of external activities of the enterprise. I manage my time and I can coordinate others. I am flexible and congruent when focused on results.  EDUCATION:  Kharkiv State Economic University 1993 - 1999  Faculty: "Marketing and Management."  Specialty: “Organization of Enterprise Economics”.  Specialization: Economist in production.  Higher completed qualification  additional  September 2005  Courses "Brokerage"  Specialty: Customs declarant; | Purpose  I want to apply my experience in an international company  for the welfare of my family. | | Contact phones: +380957660116  E-mail: t.ptk@ukr.net | |  |  | | EXPERIENCE:  Place of work: Twist Engineering  Position: Logist and Procurement of Foreign Economic Activity  07/04/2016-18/10/2018  • Conducting correspondence with contractors: Israel, Korea, Germany, Switzerland, Germany, Italy  • Registration of foreign economic contracts.  • Ensuring the logistics of delivery of equipment, components and spare parts to Ukraine.  • Registration of documentation (customs, currency) for special deliveries.  • Preparation of additional documentation for the equipment.  • Interaction with brokers (customs clearance, currency documentation) for special deliveries.  • Interaction with the sales department.  • Interaction with accounting (primary documentation, income, expense).  • Interaction with the service center (monitoring customer satisfaction with the quality of the provided warranty / post-warranty service).  • Search and purchase of products in the countries of Egypt and China. Shipping containers by sea.  • Signing of a foreign trade contract and coordination of shipping documents with the sender.  • Control of payment and shipment of goods. Shipment schedule and timely delivery.  • Interaction with maritime agents for booking, with lines for exiting ships from the ports of the country of origin.  • Search and Control at points of overload of the goods after customs clearance. Transmission of information to the transport department.  • Control of delivery of goods over 26 tons.  • Interaction with carriers, freight forwarders (maintaining relations with regular partners, finding new ones, negotiating the minimum cost of delivery, the best payment terms, maintaining mutual settlements);  • Interaction with surveyors, insurance companies, courier services;  • Interaction with maritime agents for booking, with lines for exiting ships from the ports of China, Cyprus, Israel. Verification of all shipping documents for transport: bill of lading, cmr, shooting, eu-1, ex. Work with agencies to negotiate a package of documents.  • Monitoring of the market of sea, air and land transportation (prospective routes, level of rates, ways to minimize costs)  • Work in 1C, with primary documentation, claim work with forwarding agents;  • Reports on the payment schedule and control of payments for transportation;  • Maintenance of vehicles at key points of the route: shipment, payment orders, customs clearance, unloading.  Place of work: Caparol-Dnepr LLC  Position: Head of Procurement  August 2008-May 2012  • Purchase of raw materials for production. Container deliveries from China, Turkey. Maintenance of the contract. Shipment and clearance at customs.  • Work with shipping documents, filing broker.  • Search, correspondence and contracting with the counterparty.  • Registration of export in the Russian Federation. Preparation of documents for shipment and logistics, work with the CCI, clearance at customs.  • Conducting purchases of consumables in Ukraine, monitoring, maintenance of commodity-accompanying documents.  • Testing of trial products, conclusion of supply contracts. Shipment, documentary support, claim work. Logistics to the warehouse.  • Entering data into the 1C account registry database. Calculation of the cost of imported raw materials.  • Organization of cargo flows from a factory in China: determination and ordering of the type of container for the cargo, approval of the container loading, correction of documents for publication (bill of lading, certificate of origin);  • Check by quantity when shipping with SGS.  • Organization of consolidated cargo from Italy and delivery to the warehouse;  • Drawing up a payment plan and control over execution;  • Monitoring of the carrier market and the choice of suppliers;  • Made contractual support of transportation, processing of applications for transportation and shipment of goods + documentation;  • Planning for auto delivery and monitoring the timing of delivery of goods in Ukraine;  • Distribution and delivery of goods from the CA to the retail network;  • Receipt of goods in stock, work with the remnants of the goods, the availability of inventory;    Place of work of PE “Luciano-Karvari”  Position: Manager of foreign trade activities –LOGIST  October 2004 - June 2008  • Work in the supply department of the plant;  • Conclusion of contracts with European manufacturers of glass (sheet) as raw materials;  • Regulation of the Pricing Policy for the production, analysis and assessment of the market on the pricing policy of glass as a raw material and outgoing finished product;  • Control of the timely order of raw materials and the availability of the necessary stock for the products manufactured;  • Accreditation of enterprises at customs;  • Organization and conduct of marketing research of the glass batch production market, its analysis and forecasting;  • Scheduling deliveries with a marketing justification of production needs and processing applications for raw materials annual, quarterly, taking into account seasonality;  • Control over the delivery of machines (logistics);  • Customs clearance of the arriving cars in the import mode;  • If necessary, work on obtaining permits in the plant and the environment;  • Work with the Chamber of Commerce on registration of the battlefield or defects of the goods shipped;  • Reconciliation with customs | | |  |