

Wiola Polok



Personal Info

Email
contact@u-v.codes

Languages

English	★★★★★
Czech	★★★★★
Polish	★★★★★

Work History

2019-11
- present

Logistic Planner

XPO Key PL Europe s.r.o., Prague

- meet customers' operational expectations in the organization and optimization of logistics operations defined in the contract
- ensure the comprehensiveness of shipment orders (correct data in the system)
- optimize transport operations by consolidating the orders in compliance with the client's constraints and rules
- implement the transportation plan by assigning shipments to the referenced carriers by following the established transportation plan (quota, road, quality)

2017-09
- 2019-11

Supply Chain Planner

Żabka Polska so. z o.o., Poznań

- stock and demand control
- ensuring the constant product availability in stock and optimization of stock level approx. 600 SKU for five logistics centres
- contact with suppliers regarding orders, delivery organization, documents, forecasts
- daily cooperation with logistics centers and Sales Department

2016-04
- 2017-09

Purchasing Specialist

Piotr i Pawel S.A, Poznań

- stock and demand control
- ensuring the constant product availability in stock and optimization of stock level approx. 300 SKU for two logistics centres
- preparation of orders based on sales analysis
- contact with suppliers regarding orders, delivery organization, documents, forecasts
- daily cooperation with logistics centers and Sales Department

2015-08
- 2016-04

Purchasing Specialist in Import Part Department

Samsung Electronics Polska, Wronki

- material requirements planning of approx. 150 items based on cooperation with Production Planning Department
- creating short and long-term delivery schedules
- cooperation with suppliers in terms of material defects and quantity differences in deliveries
- maintaining of material stock levels in accordance with stock security level

2015-05
- 2015-08

Carlsberg Polska S.A.

Processes and Analysis Specialist, Brzesko

- Operational Planning, Production and Distribution Process support through:
- defining and maintaining data in production and planning areas in SAP and cMAT
 - cooperation with different departments within the company in terms of proper cost accounting of the Supply Chain and defining new products in the system

2014-02
- 2015-05

Purchasing Department Assistant / Junior Purchasing Specialist

Krakvet Marek Batko sp.k., Wieliczka

- stock and demand control
- lead times monitoring
- preparation of forecasts and orders based on sales analysis
- ensuring the constant product availability in stock and optimization of stock level approx. 4000 SKU

- contact with suppliers regarding orders, delivery organization, documents, merchandise differences
- calculation and attention to the correct level of prices in accordance with company policy
- creating and updating the current price lists of products
- upgrading the web store offer, creating descriptions of products introduced to the market and updating them on the website
- creating sales reports
- constant monitoring of offers presented by competitive web stores
- cooperation with the finance department in terms of payments
- close cooperation with the IT department for the creation and development of tools that optimize Purchasing Department's work

2010-08
- 2014-02

Customer Service Specialist

Krakvet Marek Batko sp.k, Wieliczka

- responding to calls and e-mails from customers
- providing information about products and offers
- advice on the selection and purchase of products receiving orders and complaints from customers
- filling the current orders documentation
- contact with the shipment companies regarding orders shipping
- stock and demand control
- lead times monitoring
- preparation of forecasts and orders based on sales analysis
- ensuring constant products availability in stock and optimization of stock level approx. 500 SKU
- contact with suppliers regarding orders, delivery organization, documents, merchandise differences
- checking small deliveries in terms of conformity with the order and delivery documentation
- preparation of sales documents (invoices, receipts)
- preparation of CRM documents for transport companies
- direct customer service in stationery store
- handling cash and making daily reports of cash inflows and outflows
- training of new employees in Customer Service Department
- participation in implementation of the collector system in the warehouse
- creating and updating barcodes database in the system
- testing a new system that supports execution of orders
- close cooperation with the IT department in introducing new functions to the system
- quality control of packages sent from the warehouse
- daily reporting of errors at the warehouse - contacts with suppliers in the field of updating of store offer
- creating and updating descriptions of products introduced to the web store

2010-01
- 2010-07

Sales Representative's Assistant/ Recruiter

New Horizon Sp. z o.o., Kraków

In terms of commercial activities:

- building a database of potential customers
- telephone contact with customers, presenting company's offer and arranging business meetings with potential customers

In terms of recruitment activities:

- support for company's customers and job seekers
- creating job ads
- collaboration with various organizations offering job positions
- searching for candidates through direct search method in social networks and seekers announcements
- selection of incoming applications
- job interviews
- signing contracts with employees



Education

2012-10
- 2013-06

Work Safety, Post-graduate studies

AGH University of Science and Technology, Kraków

2004-10
- 2010-06

Psychology, Master's degree

Jagiellonian University, Kraków



Courses

2020-01

Czech language