

Contact

Prague
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Top Skills

MS Office, OpenOffice
SAP - MM module
driving license cat. B

Languages

English (Limited Working)
Czech (Limited Working)

Wioleta Polok

Logistic Planner w XPO Key PL Europe s.r.o.
Prague Metropolitan Area

Experience

XPO Key PL Europe s.r.o.

Logistic Planner

November 2019 - Present (1 year 9 months)

Praga, Republika Czeska

- 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, system anomalies)
- 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)
- ensure proper execution of the operations:
 - synchronization between the various players (carriers, logistics platforms, client operation)
 - ensure the adequacy between the status of transport operations and real phase of activity.
 - ensure that the carrier correctly and timely notes the non-conformities and product returns
 - ensure that the carrier provides PODs

Żabka Polska

Supply Planner

September 2017 - November 2019 (2 years 3 months)

Poznań, woj. wielkopolskie, Polska

- 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

Piotr i Pawel S.A.

Purchasing Specialist

April 2016 - September 2017 (1 year 6 months)

Poznan, Greater Poland District, Poland

- 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

Samsung Electronics Polska

Purchasing Specialist in Import Part Department

August 2015 - April 2016 (9 months)

Greater Poland District, Wronki Country, Poland

- 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

Carlsberg Polska S.A.

Processes and Analysis Specialist

May 2015 - August 2015 (4 months)

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
- preparation of weekly comparative reports of planned and executed production

Krakvet Marek Batko sp.k.

4 years 10 months

Purchasing Department Assistant / Junior Purchasing Specialist

February 2014 - May 2015 (1 year 4 months)

Lesser Poland District, Wieliczka County, Poland

- stock and demand control
- lead times monitoring
- preparation of forecasts and orders based on sales analysis

- planning and implementation of the procurement processes in accordance with company policy
- 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 the work of the Purchasing Department
- current administrative works

Customer Service Specialist

August 2010 - February 2014 (3 years 7 months)

Lesser Poland District, Wieliczka County, Poland

- 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
- current administrative works

New Horizon Sp. z o.o.

Sales Representative's Assistant/ Recruiter

January 2010 - July 2010 (7 months)

Kraków Area, Poland

In terms of commercial activities:

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

In terms of recruitment activities:

- support for company customers and job seekers
- writing job ads and placing them on job websites
- collaboration with various organizations offering job for seekers
- searching for candidates through direct search method in social networks and seekers announcements
- selection of incoming applications
- conducting preliminary telephone conversations with the candidates
- job interviews
- preparation of reports from interviews with the candidates
- signing contracts with employees

Education

AGH University of Science and Technology

Post-graduate studies, Work Safety · (2012 - 2013)

Jagiellonian University

Master's degree, Applied Psychology · (2004 - 2009)

