

ANNA GOETZ



Sourcing Analyst

CONTACT

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- +47 912 66 500
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- www.linkedin.com/in/anna-goetz-29294b199
- https://annagtz2022.github.io/portfolio_hystar/

EDUCATION

Master's in Economics of Enterprise, 2015

Odessa National Polytechnic University, Ukraine

Bachelor's in Metallurgy, 2012

National Metallurgical Academy of Ukraine

SKILLS

- Proficient in Microsoft Office
- Familiar with SQL and Power BI
- Excellent analytical and problem-solving skills
- Strong attention to detail and accuracy
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills

LANGUAGES

English	fluent
Ukrainian	native
Russian	native

HOBBIES



ABOUT ME

I am an experienced and results-driven professional with expertise in finance, management, and administrative support. My ability to learn quickly and navigate high-pressure environments has helped me consistently exceed targets, resulting in promotions and increased responsibilities throughout my career. I possess exceptional communication skills and have honed my ability to build trusted relationships with people from various backgrounds.

EXPERIENCE

Embassy of Ukraine in the Kingdom of Norway | 2022-2023

Office manager, Volunteer

I prepared shipping documents, tracked aid donations and shipments in spreadsheets, and calculated the value of humanitarian aid. Collaborating with cross-functional teams, I ensured efficient aid delivery and with team members, ensured timely and accurate delivery of aid to those in need.

Infosystem Center LLC | Odessa, Ukraine | 2019

Information and communication network operator

I provided technical support to users for current and past software releases, registered and followed up on incidents, and coordinated with law enforcement agencies in accordance with established policies and procedures.

PLASKE PJSC (cargo & freight company) | Odessa, Ukraine | 2017-2018

Accountant

I conducted research and collected data on office expenses to identify cost-saving opportunities. Additionally, I accurately recorded and oversaw financial transaction, collaborating with cross-functional teams for timely data delivery. I also effectively managed payment accounts and maintaining financial balance between systems.

PLASKE PJSC (cargo & freight company) | Odessa, Ukraine | 2015-2017

Office Support Specialist

I have successfully identified, evaluated, and selected reliable suppliers for goods and services. Additionally, I have effectively managed office supplies, invoices, and equipment inventory, as well as processed audited inventory. To ensure seamless departmental functioning, I maintained open lines of communication with vendors and stakeholders, addressing any concerns and resolving issues promptly.

Consumer Center LLC (loan center) | Odessa, Ukraine | 2014-2015

Department manager

Managing customer accounts, and training and supervising new employees to provide high-quality service have helped me consistently exceed sales revenue targets. Additionally, I maintained office policies and procedures, managed invoicing and equipment inventory, and ensured efficient office operations. I also maintained accurate records of all funds and was primarily responsible for their collection.

Delta Bank JSC | Yalta, Crimea, Ukraine | 2011-2014

Account manager

I have demonstrated a consistent ability in building and fostering lasting client relationships. I efficiently managing their accounts, provided them with financial advice and solutions, and processing transactions. With a keen attention to detail and quick-learning abilities, I have excelled in navigating high-pressure and dynamic environments with challenging circumstances.

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31 May 2023

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PERSONAL DETAILS

Date of birth

01.06.1987

Marital status

Married

REFERENCES

Available upon request

Please feel free to browse my portfolio.

https://annagtz2022.github.io/portfolio_hystar/



Dear Hans Martin Matre-Nilsen,

I am excited to apply for the position of Sourcing Analyst at Hystar, where I can contribute my strong analytical skills, attention to detail, problem-solving abilities, and passion for technology and data to drive the company's success. With a diverse background in finance and analysis, I am confident in my ability to quickly grasp new software and make valuable contributions to Hystar.

Throughout my professional journey, I have gained extensive experience in various roles, including account management, client relationship building, cost-saving analysis, and operational efficiency. My analytical skills, coupled with my ability to adapt to dynamic environments, have consistently enabled me to excel under high-pressure situations. I am actively expanding my knowledge in Power BI and SQL to stay updated with the latest developments in these areas. Moreover, I can provide further details about my career decisions in a personal interview if desired.

Having lived in Ukraine and Austria before relocating to Norway in January 2022, I possess a deep appreciation for diverse cultures and perspectives. This diverse background has equipped me with the ability to effectively communicate with individuals from various backgrounds and establish trusted relationships. In addition to my professional experience, I have volunteered at the Embassy of Ukraine in the Kingdom of Norway, further refining my organizational and analytical skills. Additionally, I have assisted in translating from English to Ukrainian for the Historical Museum, honing my language skills and attention to detail.

As a holder of a residence card in Norway, I am genuinely excited about the opportunity to join Hystar's team and contribute to shaping a sustainable energy future together. I am eager to leverage my skills and knowledge to contribute to Hystar's growth and success.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further with you.

Sincerely,

Anna Goetz