



## Helen Grandez

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17078 Solna, Sweden

**BIRTHPLACE**

Sweden

**NATIONALITY**

Swedish

**BIRTHDATE**

2000-08-11

### PROFILE

I am a communicative and responsible person that likes to work with effectiveness. With my experiences from purchasing, finance/administrative work, IT, and customer service I have gained more knowledge in various fields. This work would suit me well because I am structured, strategic, goal oriented, a fast learner and flexible. I am a university student, looking for a part time job.

### PROFESSIONAL EXPERIENCE

#### **Mycronic**

Finance assistant- Summer intern

2024-05-25- 2024-08-16

Following a recent system migration, the finance department experienced a significant increase in demand. Given my IT expertise and financial skills, I was asked to transfer from the purchasing department to support finance during this critical period. By remaining patient, communicative, and calm under pressure, I effectively managed the increased workload. Additionally, by setting and working towards smaller daily objectives, I was able to help reduce the department's overall workload and facilitate a return to normal operations.

Updated financial spreadsheets with daily transactions, prepared balance sheets, tracked and reconciled bank statements, updated cost analysis reports, processed payments, and supported monthly payroll. While working in the Accounts Payable (AP) team, I handled international invoices from a diverse range of global suppliers, including those from North America, the UK, Asia, Europe, Africa, Scandinavia, the Middle East, Central America, and South America. I processed both PO and non-PO invoices, ensuring accurate recording and verification, and matched POs with invoices. I managed transactions in multiple currencies, applying current foreign exchange rates to ensure precise payment amounts. I also handled cross-border transactions, including the application and reconciliation of VAT and other international taxes, in compliance with local and international tax regulations. I resolved discrepancies or issues related to invoices, maintained up-to-date records in the accounting system, ensuring all entries reflected current exchange rates and tax calculations, and regularly checked the status of payable accounts. Additionally, I troubleshooted and resolved system issues to maintain a smooth workflow.

Operational purchaser/Fieldglass administrator

2024-02-26- 2024-05-24

As an Operational Buyer, I supported several departments and served as the point of contact for the organization regarding the use of the Medius Invoice Management and Procurement Management system, as well as for supplier deliveries. My responsibilities included resolving system issues, setting up or canceling authorizations, guiding employees with requisitions and orders, writing step-by-step guidelines for order processing, and assisting with other technical issues. Additionally, I handled purchase orders, order confirmations, and followed up on

deliveries from suppliers. I tracked invoices, supported strategic buyers by placing orders, and continuously updated master data by adding information, prices, and suppliers. Due to the high demand for consultants in the company, I also became a Fieldglass administrator. In this role, I provided user support, configured the system, troubleshooted issues, reviewed and onboarded workers, and handled error reports. My fluency in English and Spanish, both written and spoken, was instrumental in my role. I demonstrated qualities such as positivity, strong communication, pedagogical skills, creativity, and proactivity when facing challenges, always maintaining focus. I was driven to find solutions, comfortable setting demands, and capable of challenging our stakeholders and suppliers when necessary. My organizational skills, analytical mindset, and openness to learning new things allowed me to thrive in a fast-paced and dynamic environment, enabling me to quickly adapt to the role.

### **SRF KONSULTERNA**

Coordinator to the quality unit

2022-11-23-2024-02-23

My responsibilities included ensuring compliance with current quality standards and regulations by reviewing carefully the quality check reports of each authorized accountant member and their respective firm. Making sure the reports had the right content and a professional layout. Being detail oriented and thorough in my work was the key to perform well in the role as a coordinator. I also administered the work around quality checks made on firms and accountants by preparing authorization certificates and reports, connecting new members to digital follow up and much more using their quality management system and Microsoft Office. Having a positive attitude, good communication with my team and familiarity with different computer systems was advantageous for my part, to get going with the new tasks quickly.

### **ARVID NORDQUIST**

Finance Assistant

2022-02-09-2022-08-21

I have worked with accounts payable and receivable, invoicing and reminder fees, tax accounts and debt collection using systems as SAP and Medius. I handled the coffee company's supplier's invoices that came from different parts of the world like the US, UK, Central & South America, Africa and Europe.

### **COOR SERVICE MANAGEMENT**

2022-04-25 – 2022-06-07

AR/ Payment handler

I processed both incoming and outgoing payments and financial transactions, including verifying, classifying, and recording accounts payable data, tracking and attributing sent and received funds, resolving payment failures and returns, and reconciling transactions with bank statements using the Unit4 software system. I also worked closely with the bank. Maintaining contact with external parties, such as suppliers and customers, was another key aspect of my role.

### **SIEMENS ENERGY**

2020-03-09 – 2021-11-26

Administrator and purchaser

A common task I performed was checking material availability based on the customer's needs, lead time, quality and price in cooperation with the internal interfaces and suppliers. I managed incoming requests, administered orders, handled order confirmations, monitored deliveries, purchase quotes, goods receipt and participated in the project of digitalizing the e-commerce web shop for indirect procurement. I also worked frequently with master data as well as product master data by e.g. creating master records and keeping it updated in systems like Pega, SAP and Salesforce. Weekly contact with suppliers and customers internationally. As an administrator I handled travel expenses, worked with the SharePoint intranet by keeping it updated as well as adding new information.

### **PANASONIC**

2020- 01-01 – 2020-03-06

Global Supply Chain assistant

I worked with delivery and return follow ups, registered orders, claims, checked KPI:S, managed and monitored overdue orders and shortage reports, planning outgoing shipments and having close contact with the carriers. Since customers were from Europe most of the work was in English and Nordic languages and the system SAP was a system that I frequently used to perform my tasks.

### **CEPHEID**

Intern 2018 and 2019

Buyer at an American company which is the fastest growing in molecular diagnostics. Daily contact with international suppliers. I supervised indirect and direct materials and purchased according to the needs, managed order confirmations and inventory control. I frequently checked that the right quantity of supplies were available in stock and plant stock, forecast future demands and ordering with JIT in mind. The agile method was mainly used when dealing with purchasing to find new methods that could bring us forward. We used Excel as a main tool when analyzing and mm. No matter what circumstances I needed to make sure that the material would arrive at the company. It required much flexibility, a positive attitude and clarity to convince the supplier to act. I also managed order confirmations and payment terms.

### **HANTVERKSDATA AB**

2019-11-01 – 2019-11-29

I worked in the economic department with accounting and invoice contracting for a month. The work consisted of setting up more than 20 000 contracts for invoicing before the annual financial report, which I managed to do in a short time.

### **KONTORSHOTELLET NACKA STRAND**

Front desk/ Back office

Document management, meeting reservations, giving information, and answering calls. Taking care of incoming claims and setting up authorization for people working and living in the properties in the community of Nacka Strand. I also worked with office viewings.

### **MIDDLEPOINT**

Extra job 2017 – 2019

Receptionist at Bankgirot

It included document management, meeting reservations, giving information, and answering calls. This role meant meeting a lot of people, which in turn required one to be sociable, ambitious, positive, to work well under pressure and always give a warm welcome to the customers.

### **MATSÄLLSKAPET**

Extra job 2018-2019

I worked extra in a catering firm.

### **PIANO TEACHER**

Extra job 2019

I worked extra as a piano teacher.

### **SWEDIS PUBLIC EMPLOYMENT SERVICE**

Work experience program 2015

Administrative work at the Public Employment Service, archiving and document management.

### **EDUCATION**

#### **Korrespondensgymnasiet**

08-2016 - 05-2019

Diploma Certificate in Business and Management Program

#### **Stockholm Internationella Handelsskola – Online**

19-08-2019 – 16-01-2020  
Public Procurement

**NTI- Skolan  
Online**

31-05-2021 – 25-06-2021

Courses: Logistics and Transport & Shipping by distance

**Högskolan i Gävle**

17-01-2022-26-03-2023

Business Administration

**Codecadamy**

2022-03-28 -2022-07-31

Career Path – Fullstack SoftwareDevelopment

**Mid Sweden University**

Web development

2022-08-29-2023-01-15

**Högskolan Väst**

Web Master/Informatics

28-08-2023-

**COURSES**

Financial Accounting A  
Computer Engineering Ba (A), Javascript  
Computer Engineering Ba (A), Web Development 1  
Elements of AI  
Web development wit HTML and CSS  
5 step coding challenge  
Public procurement  
Procurement economics  
Business law for purchasers  
Strategic purchasing  
Logistics 1  
Transport and shipping  
Piano  
Intranet/Internet- Services  
Design Processes for Digital Projects  
Security and integrity on the net  
Advanced HTML and CSS  
Media on the Webb  
Graphic design

**LANGUAGES**

Swedish

★★★★★ – Native

English

★★★★★ – Primary fluency

Spanish

★★★★★ – Native

German

☆☆☆☆☆ – Limited command

Danish

★★★★☆ – Professional Working Proficiency

Norwegian

★★☆☆☆ – Limited Working Proficiency

## **COMPUTER SKILLS**

Windows 11

Office 365

Word, Excel, PowerPoint

Apple IOS, Mac

Visma

SAP ERP

SAP business client

Atlas ERP

SharePoint

Quick Assist

TeamViewer

Ibuy

Agile Product Lifecycle Management

Programming 1 – C#

Pega

Salesforce

Zalaris

SAP Concur

Icom Cloud

Mobigo

RCard

Unit4

HTML

CSS

JavaScript

Node.js

Moodle

Visual studio code

Linux Debian

Google Meet

ChromeOS

Infor M3 Cloud

Vince

Fieldglass

Bootstrap

Adobe illustrator

Figma

Medius

## **HOBBIES**

I like to play tennis and run.

## **REFERENCES**

References will be left when requested.



## Tjänstgöringsbetyg

*Cepheid är ett av världens snabbast växande företag inom molekylärdiagnostik. Företagets unika diagnostikplattform används över hela världen och gör en skillnad för patienter eftersom diagnos och val av behandling underlättas av testresultaten. Cepheid erbjuder ett brett sortiment av diagnostikprodukter inom virologi, bakteriologi och onkologi som kan möta morgondagens krav på säker, snabb och flexibel diagnostik såväl i västvärlden som i länder med begränsade resurser.*

*Globalt representeras företaget av huvudkontor i Sunnyvale, Kalifornien, sälj- och marknadskontor i bl.a. Toulouse, Frankrike samt teknologi och kemikenter i Bothell, Washington. Cepheid AB, som ingår i Cepheidkoncernen, är beläget i Solna och har ett hundratal anställda inom framförallt produktion, kvalitetskontroll, forskning och utveckling.*

Helen Grandez, 000811-7780, har arbetat på Cepheid AB sedan 2018-06-11.

Helen har varit anställd som Buyer/Inköpare på Cepheid, Global Supply Chain fram till och med 2018-08-03 som ferieanställd.

Helens arbetsuppgifter som Inköpare innebar bland annat följande:

- Ansvara för leverantörskontakt
- Huvudsakliga arbetsuppgifter har varit materialanskaffning till verksamhetens produktion.
- Kontinuerligt övervaka indirekta materialbehov och i mån av rekvisitioner och behov anskaffa indirekta material till företaget.
- Leverantörskontakt med flertal företag för att säkerställa orderbekräftelser eller kommunicera order.
- Deltagit i avdelningsmöten och som ersättare till ordinarie anställda.

Helen har i sin roll presterat ett mycket gott resultat. Hon är utåtriktad och affärsmässig. Hon är till sin läggning målinriktad och ambitiös. Helen klarar att prestera mycket väl även under press.

Hon är en utomordentligt uppskattad arbetskamrat som har en mycket god förmåga att samarbeta med olika typer av människor. Jag vill ge Helen Grandez allra bästa rekommendationer och önskar henne lycka till med sina nya utmaningar.

Solna 2018-08-03

A handwritten signature in blue ink, appearing to read "Homan Heydary".

Cepheid AB  
Homan Heydary  
Global supply chain, Purchasing Manager