

Peru

Applied through AIESEC in Lima, Peru.

PROFESSIONAL EXPERIENCE

Procurement Trainee

Sika Peru S.A.C. May 2018 - May 2019 Peru

Support in the creation of new annual savings projects, for products with higher and lower turnover, savings estimated in more than 80000 USD per year.
Generation of local and import purchase orders, coordinate and follow up.
Perform the weekly schedule of raw material and packaging requirements.
Support and generation of costings for imported products, analysing the most viable option for import.
Generate comparative tables of import prices for certain products from Veritrade.
Track the payment of invoices, the penalties applied by defining the credit notes.
I assumed the role of procurement assistant for a month, participated in the negotiations for the election of service suppliers, looking for improvements in price and payment terms.

Achievements:
Got savings of more than 5000 USD after the bids of the first semester in 2019.
Got improvements in the purchase of two raw materials, the price decreased by more than 15 %.
Improved the On time, In Full (OTIF) indicator from 92% to 98 %.

Procurement and commercial assistant

UP Ingenieria y Construcccion Apr 2017 - Nov 2017 Peru

Functions:
Coordinate the delivery schedule of the product with the supplier and installation with the client.
Visited potential clients, managing the commercialization of the products.
Participated in the development of brochures and creation of web page.
I made a price comparative table of products, making reports using QlikView.
Analyzed and follow up on service indicators and lead time.

Achievements:
Got price improvements in the purchase of air conditioners equipment, coordinating the importation.
Support in the increasing of the number of finalized projects.

IDIC pre-professional intern

IDIC Apr 2016 - Mar 2017 Peru

Functions:
Generated flowcharts of the elaboration of the product, labelled the samples.
Detection of immobilized materials, stored reagents without much rotation.
I made an inventory in a Kardex of the materials and reagents of the warehouse of Docimasia.
Coordinate the appropriate supply of materials for the projects.

ACADEMIC EXPERIENCE

Universidad de Lima Jan 2017 - Mar 2017 Peru

International Trade

LANGUAGES

English	Advanced
Spanish	Native
Portuguese	Beginner
French	Intermediate

SKILLS

Advanced	<div><div></div></div>
+ Empowerment of others	
+ Windows	
+ Leadership	
+ Microsoft Word	
+ Microsoft Powerpoint	
+ Negotiation	
+ Solution Orientation	
+ Time Management	
+ Critical Thinking	
+ Adaptability	
+ Self-Confidence	
+ Microsoft Excel	
+ Microsoft Dynamics	
+ Collaboration	
+ Work Ethic	
Intermediate	<div><div></div></div>
+ Technical Support	
+ Internet usage	
+ Dropbox	
+ Financial management	
+ Windows PC usage	
+ Coaching	
+ Business Intelligence	
+ Microsoft Access	
+ Handling Pressure	
+ Project Management	
+ Presentation skills	
+ Photoshop	
+ Auto-CAD	
+ Data Analysis	
+ Problem Solving	
+ Creativity	

Industrial engineering

- + Google Drive
- + Salesforce
- + Kanban
- + Market Research
- + Strategic Planning

Beginner

- + Artificial Intelligence
- + Sharepoint
- + SAP
- + Microsoft SQL Server