

## Curriculum Vitae- Nir Lap

### **Personal information**

Address Kiryat Bialik

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- I have high learning abilities, multi-tasking skills, systemic vision and ability to work under pressure.
- I am a self-motivated and initiative person. I have creative mind and vision, the ability to achieve tasks when working alone or as part of a team.

### **Professional Experience:**

#### **Import specialist, Miro Trade Ltd. 2023-2024**

- Process Import & Export documentation.  
Responds to internal and external customer requests. Collaboration with Forwarder for customs release of goods.
- Track Shipment Status.
- Inspection of paperwork from suppliers, responsibility for updating all parties regarding delays and problems in the process.
- Creating and sending purchase orders to suppliers.
- Respond to internal and external customer and supplier requests.
- Identify and implement process improvements.

#### **Security Manager, Keter Plastic Ltd., 2020-2023**

- Managing all security issues - establishing an annual plan based on identifying and mapping the organization's needs, writing, and implementing procedures.
- Security trainings, audits, working with many parties in the organization.
- Locating relevant suppliers and managing negotiations, subordinate to the CEO.

#### **Economist, Master Plan Ltd., 2019-2020**

- Preparation of annual budget and financial goals - entry of projects.
- Promoting projects with the potential of submitting an invoice and quick collection and setting priorities.
- producing and sending invoices.

#### **Economist, Strauss Group Ltd., 2018-2019**

- Responsibility for monitoring the operational and budget control of investments in efficiency, quality, growth and infrastructure projects,
- Execution of flow reports, flow forecast and feasibility tests.
- Control of overtime and jobs
- Budget and deviation check and close supervision of production managers and help in meeting the budget.
- Producing Illness reports.
- Maintenance control

### **Education:**

2015-2019: Bachelor's degree in economics and management - Rupin College

2022: Import, export, and international trade course of the Tel Aviv Chamber of Commerce

2021: Procurement and Logistics Management Course Business College - Chamber of Commerce and Industry Haifa and the North

2017: FRM Financial Risk Management course - Ariel University

**Other Skills:**

Excellent OFFICE and especially with Excel, WINDOWS management skills.  
Excellent skills in SAP, Salesforce, Hashvshvet H-ERP.

**Languages:**

Hebrew (Native)

English - Excellent in speaking reading and writing