

Name **Julia Mráčková**

Date of birth 9.12.1978

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Employment

Kuroda Electric Czech s.r.o

Supply chain analyst

May 2019 – till now

- Research of shipment procedures
- Review of procurement, customer service processes, provide methods of improvement
- Stock take result analysis and reporting
- Customer demand forecast management
- Cost analysis, price revisions

Šťastný a spol. s r.o.

Strategic purchaser

October 2018 – November 2018

Short time project – extending of product portfolio with a new product from new supplier searching till delivering goods to the warehouse.

Hoerbiger Zandov s.r.o

Head of Supply Chain IC HUB Prague

June 2016 – December 2017

Supervision of IC HUB Prague department with following responsibilities:

- Projects related to improvement of operation performance
- Set goals and review employee productivity
- Purchasing process
- Quotation and sales process
- Export compliance
- Intrastat

Area purchasing coordinator

August 2011 – June 2016

- Development and evaluation of dedicated vendors
- Coordination of shipments
- Processing data in SAP
- Evaluation of inventory

- Administration of inquiry process for CS team

Hero Czech, spol. s.r.o.

October 2009 – October 2010

Supply Chain Coordinator EE

- Governance of price lists
- Communication with business partners
- Establishing new transportation services according to special requirements
- Organizing and coordination of deliveries from West Europe to EE subsidiaries
- Monthly forecasts in MS Excel
- Claims handling

Tekro, spol. s.r.o.

April 2006 – October 2009

International business assistant

- Calculation of price, expense and profit from selling, quarterly reports
- Communication with foreign customers, internal departments, manufacture
- Maintaining records of customers
- Participation on recruitment for international business department

StayAt Prague Julis

October 2002 – April 2006

Receptionist

- Communication with hotels guests, travel agencies, etc.
- Reservations, check-in, check-out, billing via
- Training of new colleagues

Education

Belarusian state Economic University, Minsk

Qualification: manager of economy, 1996 – 2002

Skills

Languages

Czech language – fluent

English language – fluent

Russian language – native speaker

PC knowledge

SAP user, Helios user, User knowledge of MS Office, Lotus Notes

Other

Car driving license (B)