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| **Miss Tetyana**  [**Tetyana.331056@2freemail.com**](mailto:Tetyana.331056@2freemail.com) |

**PERSONAL DETAILS:**

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| **Nationality:** | Ukrainian |  |
| **Date of Birth:** | November 27th, 1977 |
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| **Education:** | Master Degree obtained - specialist, specialization - translating and interpreting (English and French) - Kharkiv Humanities University "People's Ukrainian Academy"  Degree obtained – specialist, specialization - teacher of the Ukrainian language and literature, teacher of English – Kharkiv Skovoroda Teachers Training University | |
| **Courses:** | English language and literature  Teaching English as a foreign language  Translating and Interpreting  Ukrainian language and literature | |
| **Languages:** | Ukrainian and Russian (Mother Tongue), English (Fluent), French and Italian (Fair) | |
| **Computer Skills:** | MS Windows, MS Office, SAP | |

## **PROFESSIONAL BACKGROUND:**

* **Strong experience in Procurement, Inventory Controller and Contract Administrator in Retail Trade and Retail Purchasing Sector.**
* **Procurement and Inventory Controller:**
  + **Receiving the Purchase Requisitions**
  + **Analyse all suppliers in order to select the most suitable suppliers who are able to deliver high quality products at competitive pricing.**
  + **Techno-commercial evaluation of the offers by negotiating with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company.**
  + **Manage suppliers to meet objectives related to cost, delivery performance, schedule and quality.**
  + **Issuance of Tender / Evaluation Report**
  + **Ensure commercial, legal and contractual compliances in all the procurement transactions.**
  + **Liaise with suppliers on delivery schedule so as to ensure on-time deliveries**
  + **Coordinate with vendor on continuous quality improvement.**
* **Contract Administrator:**
  + **Plan, monitor and forecast workers leave schedule and request advance booking confirmation.**
  + **Preparing control documents for use in reconciling client’s invoice.**
  + **Prepare Variation/Claims/Change order proposals.**
  + **Weekly & Monthly Variation Order Reports, attend meetings, Draft Variations, Negotiate on sub-contractor claims.**
  + **Invoicing to Client on Milestone Payments, follow up, and maintain Monthly Invoice Register.**

PROFESSIONAL EXPERIENCE:

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| **Period:** | **2015 – Till Now** |
| **Company:** | Bedashing Beauty Lounge |
| **Location:** | Abu Dhabi – UAE |
| **Qualification:** | Procurement and Inventory Controllers coordinator |
| **Duties:** | Responsible for a team of 5 people and 5 branches.   * Developing stock related operational procedures. * Training and evaluation for inventory controllers in branches. * Analysis of product usage, retail sales, branches stock and ordering. * Monthly stock taking. * Establish strategic relationships with key suppliers (probably turnkey including design) who are aligned to the company's needs. * Identify new suppliers, agree terms and negotiate supply agreements where appropriate, including discount structures and volume rebates. * Working with suppliers to ensure that key processes are running efficiently and cost-effectively. * Building strong working relationships both internally and with key suppliers. * Contract management and negotiation Preparing and maintaining records of all inventory. * Compiling inventory reports and issuing them to management * Investigating inventory shortages and discrepancies. |

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| **Period:** | **2005 – 2014** |
| **Company:** | Metro Cash and Carry |
| **Location:** | Kiev – Ukraine |
| **Qualification:** | See Details |
| **Duties:** | **2013 – 2014**  Qualification: Buyer Manager  Responsible for 4 people in staff.   * Analyzing consumer buying patterns and predicting future trends. * Regularly reviewing performance indicators, such as sales and discount levels. * Managing plans for stock levels. * Reacting to changes in demand and logistics. * Meeting suppliers and negotiating terms of contract. * Maintaining relationships with existing suppliers and sourcing new suppliers for future products. * Liaising with other departments within the organization to ensure projects are completed. * Attending trade fairs, in Ukraine and overseas, to select and assemble a new collection of products. * Participating in promotional activities. * Writing reports and forecasting sales levels. * Training and mentoring junior staff.   **2012 – 2013**  Qualification: Buyer  Responsible for 3 people in staff.   * Building up category assortment, planning promotions. * Negotiations with suppliers. * Forecasting category targets. * Permanent analysis of department sales, margin, stock and profit. * Structuring department work. * Purchasing data base support and data entry. * Assisting in generating reports, stock control and supplier management.   **2005 – 2011**  Qualification: Assistant to Store Manager   * Providing Store Manager with all kinds of administrative support. * Business trips organization. * Preparing contracts for signing. * Preparing bills for invoicing. * Organizing store meetings, keeping minutes of meetings. * Making reports. |

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| **Period:** | **2005** |
| **Company:** | Alcatel-Lucent |
| **Location:** | Kharkiv – Ukraine |
| **Qualification:** | Administrative assistant and Contract Administrator |
| **Duties:** | * Providing Department Manager with administrative support. * Contracts negotiation. * Preparing commercial offers. * Sales support. |

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| **Period:** | **1998 – 2001** |
| **Company:** | Secondary School |
| **Location:** | Ukraine |
| **Qualification:** | English Teacher |
| **Duties:** | Teacher |