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| **Miss Tetyana****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 literatureTeaching English as a foreign languageTranslating and InterpretingUkrainian 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 ManagerResponsible 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: BuyerResponsible 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  |