**Anna**

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**SUMMARY OF QUALIFICATIONS**

* **BA in English Philology and Linguistics. Bilingual fluency in Polish & English**
* I am a highly driven, self-motivated, focused and very methodical Procurement Professional and Personal Assistant with vast experience gained in diverse industries, which has helped me develop broader understanding of Procurement Industry and contributed to master my skills set. I have demonstrated my ability to work for high Performing Directors and have received commendations for my professionalism and ability to adhere to strict deadlines.

I am a fast adaptive team player with ability to create calm, collaborative and focused work environment and maximize productivity even under pressure. I am focused and determined to succeed. I have good time management skills and organization skills.

I would like to work for an organization that believes people are their greatest asset.

* **COMPETENCIES – 15 YEARS OF EXPERIENCE IN: Procurement |Supply Chain Operations |Wholesale | Import and Export Process | Logistics | Warehousing | Building on Partner Relationship |Office Manager | Executive Assistant to CEO**

**|Personal Assistant to CEO**

**PROFESSIONAL EXPERIENCE**

**Title: PROCUREMENT OFFICER Nov 2016 – Dec 2016 Company: INTEREL (Dubai, UAE) – Hotel Automation Systems (production/wholesale)**

**Responsibilities:**

 • Placed Purchase Orders for INTEREL products from Italy.

• Placed local and international third party material orders in adherence to governance.

• Coordinated incoming items, monitored technical team progress and reported Return Material Authorization, item coding of INTEREL products.

• Monitored Material Request Form process to ensure adherence to all Teams.

• Coordinated production requirements with Sales Team.

• Tracked and reported of Mock-up Room material and pertaining costs.

• Tracked and reported of R&D and pertaining costs.

• Contributed to raise quality standards in internal processes, dashboard, ERP, CRM.

**Title: PROCUREMENT CONSULTANT Dec 2014 – June 2016**

**Company: ING FINANCE SOLUTIONS (Poland) - wholesale**

**Responsibilities:**

• Prepared procurement plans; identified the required specifications of required merchandise and the needed quantities with the set quality standards and acceptable price level.

• Maintained relationships with existing Suppliers and outsourced new ones.

• Negotiated contract terms and conditions, prepared purchasing orders and price lists.

• Monitored contract progress, monitored delivery details, receipt, warranty, damages and insurance to provide efficiency of all purchasing activities with regard to payments, transportation of purchased items and proper storage of all items.

• Tracked relevant payment coordination with Finance Department to ensure timely closure of all transactions.

• Negotiated with Suppliers to get the lowest price items needed while maintaining required standard and quality.

• Managed stock level, assuring the FILO (First In/Last Out), reacted to change in demand and logistics.

• Liaised with Vendors to solve problems and claims.

**Achievements:**

• Maximised Revenue Management with a rise in profits on book publishing from 6% to 10%.

**Title: HEAD OF PROCUREMENT Dec 2010 – Nov 2014**

**Company: GALWAH (Poland) – galvanizing plant (production/export)**

**Responsibilities:**

• Negotiated pricing contracts with Subcontractors and Suppliers; handled change in order request; assisted in legal contract drafting; ensured that the practice of receiving Purchase Requests and issuing Purchase Orders was done accurately and within Company policy and budget.

• Monitored coordination between Procurement Administration Staff and Financial Department of the organization to ensure all activities related to receiving and issuing purchase request were followed religiously and transactions related to purchasing and invoice payments were executed within deadlines.

• Represented Procurement Team in meetings with Project Engineers to discuss scope of work within the Technical Team.

• Was in charge products were delivered to the requesting Business Unit on time and according to the specifications outlined in the Purchase Request received from the contracted Clients.

• Resolved any problems or complaints that arose, managed and resolved issues with products dispatching and Customs Clearance.

• Kept track of quantity of stock level, delivery times, transport costs and efficiency, arranged warehouse, catalogued goods, planned routes and processed shipments.

**Achievements:**

• A comprehensive market study done by self, which impacted on increased supplier portfolio by 30%, resulting in cost reduction, prompt supplies and consistent service.

**Title: SENIOR PROCUREMENT SPECIALIST Sep 2006 – Nov 2010**

**Company: CHINPOL (Poland) – footwear import (from China)/wholesale**

**Responsibilities:**

• Initiated and finalized Purchasing Arrangements with Suppliers from China, emphasis being on quality, delivery and service.

• Represented company overseas (China) to have accurate negotiations, focus being on pricing, contracting terms and delivery.

• Liaised with different modes of transport and insurance companies, monitored the actual delivery process, handled shipments with the freight forwarder and ensured that all shipping documents, Bill of Lading, Certificate of Origin, etc. were correct for smooth movement of merchandise.

• Inspected the arrived goods to be in compliance with agreed contractual conditions, as per the sampling presented.

• Checked the stocks to ensure business demands are met with consistent supply of products.

• Renewal of contracts and building on relationship with Suppliers.

**Achievements:**

• Negotiated, managed and closed more than 10 contracts valued between $ 1M and $ 4M.

• Negotiated and closed highly profitable multi-million-dollar exclusive partnership agreement with Chinese Partners.

• Strategized exceptional method of payment with the Chinese Partners.

• Achieved Zero Dead Stock with efficiently planning the store dispatch and contracting terms.

**Title: PROCUREMENT SPECIALIST May 2003 – Aug 2006**

**Company: T.Z. POLGER TROMCZYNSKI (Poland) – manufacturing/export/import – (genuine leather garment)**

**Responsibilities:**

• Placed orders (China, Italy) based on the Purchase Plan and ensured merchandise was delivered as per the plan based on the Agreement.

• Tracked the goods transportation from Supplier to warehouse/stores to ensure smooth flow of merchandise.

• Reviewed stock/sales on regular basis and took necessary steps to maintain the required stock in hand position.

• Conducted regular Supplier performance review and took adequate corrective actions to meet targets.

• Built and maintained relationships with Vendors and Suppliers and negotiated the best deals with them for procuring goods.

• Participated in Commodity Trade Fairs in overseas (China, Italy, Germany) to gather more substantial Suppliers.

**Achievements:**

• Executed a comprehensive market research resulting in sizeable reduction in cost.

• Generated highest amount of clients partnership with increasing sales.

**Title: PROCUREMENT AND EXPORT EXECUTIVE / PERSONAL ASSISTANT to CEO Jun 2001 – Jan 2003**

**Company: WULKAN (Poland) – iron foundry (manufacturing/export/import)**

**Responsibilities:**

• Set up business meetings for the CEO, assisted in planning and organizing team events as well as the visits of selected Guests/Clients.

• Managed the diary and appointments for the CEO, responsible for travel plans, itineraries, expenses, visa applications and travel related documents, attended internal meetings and took minutes and prepare agendas.

• Registered new Clients and kept the master file updated, handled order entry – checked prices, delivery terms, payment terms against quotes, sales contracts, distributors agreements, invoices, various office management responsibilities that included liaising with: HR, Finance, IT.

• Import and Export – responsible for handling delivery terms, booking transports, handling freight documents, coordinating custom clearance, creating and collecting necessary documents, monitored and followed up deliveries, provided key parties with daily trading information.

**Achievements:**

• Key person in proactively handling Guests/Clients/Suppliers and had never been reported a short coming.

**Title: PERSONAL ASSISTANT to CEO May 1999 –Dec 1999**

**Company: TESCO POLSKA SP. Z O.O. (Poland) - FMCG**

**Responsibilities:**

• Conserved the CEO time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.

• Responsible for formal documentation of occurring transactions (contracts, standards and procedures).

• Maintained the CEO appointment schedule by planning meetings, conferences, teleconferences, and travel, represented the CEO by attending meetings in the CEO absence, speaking for the CEO.

• Handling daily queries from Suppliers to provide provisions for the highest standards of their merchandise.

**Title: PROCUREMENT AND IMPORT COORDINATOR / PERSONAL ASSISTANT to CEO Sep 1994 – Sep 1998**

**Company: P.P.H.U. FISS (Poland) - footwear import(from China)/wholesale**

**Responsibilities:**

• Updated appointment calendar of the CEO and scheduled meetings/appointments; assisted in preparation of meetings, conferences and conference telephone calls; organized day to day company operations; answered, screened and forwarded any incoming phone calls and information when needed.

• Involved in originating and finalizing contracts with producers in China; responsible for establishing Supplier relationship within the Chinese market.

• Supervised production procedures to ensure quality products were being produced consistently.

• Responsible for contacting forwarders in Hamburg and management of the inland shipment process to the company warehouse; responsible for effecting tax and import duty procedures at Customs House in Poland.

**Achievements:**

• Appointed by the company to participate in Milan, Dusseldorf and Munich Trade Fairs.

• Created a substantial data base for present and future business prospects

**EDUCATION**

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| **Degree:** | Bachelor’s Degree in the English Philology and Linguistics |
| **University:** | Jan Kochanowski University |
| **Country:** | Poland |
| **Date Earned:** | 1994 |

**PERSONAL DATA**

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| **Place of Birth:** | Częstochowa, Poland |
| **Marital Status:** | Single |
| **Computer knowledge:** | MS Office (Expert user) |
| **Languages:** | English (bilingual fluency)  |
|  | Polish (Native) |