**SÜHA**

e-mail: suha.382596@2freemail.com

**EXPERT FOREIGN TRADE & LOGISTICS MANAGER**

**ExportSales / Import- LocalProcurement / In/outboundLogistics**

**PROFESSIONAL EXPERIENCE**

**GOLMAT - TURKEY LIAISON OFFICE 08/2015 – 03/2018**

 **Country Manager**

* Dealt with several sectors/segments mainly construction, metals, mining, façade-roofing, architecture, ironmongery, building hardware and chemicals
* Searched for manufacturers on various segments upon guidance/demand of the parent company, visited several domestic corporations to check cooperation possibilities, added 10+ suppliers to the portfolio,
* Guided employer’s staff during Istanbul Building Exhibition, paid prominent visits,
* Researched new and innovative products that can expand the parent company’s product range
* Collected offers from local -and overseas when required- suppliers, initiated the purchase process, traced the money traffic, carried out logistics procedures

**TEKNOPANEL 08/2014 – 06/2015**

 **Export Manager**

1. Created4 newclients, whilstmanagingtherelationswiththeexistingones,
2. VisitedIstanbuland Ankara basedTurkishconstructioncompanies on regularbasis, brought in severalprefabricatedhousemanufacturers
3. Representedthedepartmentthroughqualityprocessandaudits

**YAPITEKNİK GRUP 02/2013 – 07/2014**

 **ForeignTradeDirector**

1. Formed15+ newclientsanddealers, whilstmanagingtherelationswithexistingones,
2. Visited 10+ countriesespecially in theMiddleastandeast Europe toconduct market researches; makingthebrandknown in theterritory,
3. Establishedintensecooperationwithmorethan 20Turkishconstructioncompanies, followeduptheiroverseasactivities,
4. Selectedandnegotiatedmin. 3 overseasexhibitionsperyeartoparticipatewithinthebudget,
5. Issuedreportsalongwithproposalsforprofitableexportationpractices,
6. Monitoredandevaluatedcustomersatisfaction; imposedsatisfactionenhancingactivities,
7. Followedupthepaymentsdailyin ordertoestablishefficientcashflow,

**MOZAIK TRANSLATION 11/2008 – 01/2013**

 **Certified Translator-Founder**

1. Carried out any and all translation jobs,
2. Managed the editorial relations with the freelance translators,
3. Conducted customer relations before and after any contracted job,
4. Visited job sites, plants, companies for spontaneous interpretation,
5. Performed and signed any legal cases, proceedings, lawsuits requiring notarial or judicial translation as certified translator

**IZOCAM TICARET VE SANAYI 03/1995 – 07/2007**

 **Middle East / Europe Regional Manager**

1. Fulfilled continuous market researches for 8 countries of responsibility,
2. Fulfilled the market researches, traveled and reported for the target countries,
3. Participated minimum 2 exhibitions abroad and fulfilled every phase of these events,
4. Organized the production, shipment and reporting of minimum 40 orders (files) per month,
5. Established and improved excellent relations with more than 50 Turkish construction companies, acting on project basis especially in the C.I.S.,
6. Conducted the coordination of foreign dealers, 5 factories (fibrous and plastic insulation materials) and other related parties like transporters, banks, customs, etc.

**ARKAS SHIPPING CORP. 08/1993 – 03/1995**

 **Mediterranean & Fareast Line Manager (Imports)**

1. Performed marketing and canvassing activities to expand the line’s customer portfolio; visited

 potential clients and reported to the ship-owners,

1. Collected information about the competitor agencies and reported to Istanbul regional manager
2. Fulfilled the cargo booking and operation activities of Tarros Line and LloydTriestino Lines
3. Conducted the coordination among customers, agency and port authorities,

EDUCATION**:**

**İSTANBUL ÜNİVERSİTESİ** Sep. ’85 – Sep. ‘89

**FACULTY OF BUSINESS ADMINISTRATION**

CERTIFICATES AND VOCATIONAL COURSES:

1. Direct Marketing
2. Presentation Techniques
3. Marketing Researches
4. Debate Techniques in Marketing
5. Competition and Risk Management in Foreign Trading
6. Communication in Customer Relations
7. Raw Material Supply and Inward Processing Regime

FOREIGN LANGUAGES: English **(Upper advanced)**

 German (Lower intermediate)

COMPUTERLITERACY: Works with Windows Office along with proprietary ERP programs.

PERSONAL INFO:

 Date of birth : 22.01.1968

 Military mission : Completed in July 1993 as reserve officer

Note : Bearer of B class driving license - No restriction for traveling in and out, **has great**

 **flexibility for overseas trips as a Special Passport holder**