

Assistant



Tatyana Bocherikova

Preferred country or city:	Czechia
Salary:	From 1000 EUR
Sector of activity	Secretarial, clerical work, pa
Employment Type	Full time
Ready to relocate	Yes

CV content description

An effective, diverse and versatile professional offering rich experience in in Sales & Procurement that includes solid skills of organization, scheduling; effective time and resource management even for stressful time plans. Resourceful, proactive and responsible. Effective communicator; excellent research and report writing skills. Flexible and adapt quickly to new working environments. Can work independently and an effective team player.

Experience

01.01.2013 – 01.11.2017

TM PROF-LIDER, Kiev, Ukraine

Procurement Manager

- Strategic procurement which include negotiating and strategizing to obtain best prices among various distributors.
- Managing Quotations, Scope of Work, Purchase Orders, and Inquiries from distributors.
- Responsible for sourcing supplies, forecasting inventory requirements, assessing risk, and daily operation of Store Supplies
- Managing Purchase Orders and Shipping.
- Plane, organize and oversee operational logistics of the organization, establish work schedules and procedures
- Responsible for sourcing supplies, forecasting inventory requirements, assessing risk, and daily operation of Store Supplies
- Maintaining and circulation of various documentation on procurement processes.

01.12.2018 – 01.09.2020

Various clients

Supply Chain & Customer Service

Currently I'm working as a freelancer for customer support, personal assistant, administrative work, customer service, logistics and supply chain.