



👤 44 ani  
♀ Feminin  
📍 Chișinău  
💰 15 000 MDL

## Preferințe

- Full-time

## Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Fluent
- **Germană** · Elementar
- **Franceză** · Elementar

**Datele de contact sunt contra cost. Detalii aici: <https://www.lucru.md/ru/preтури/cv>**

# Supply Chain Coordinator; Purchasing, Customer Operation Manager

## Despre mine

The opportunity to work in a position requiring responsibility.  
I prefer a job that allow me to learn new things.  
MS Office Word, MS Office Excel, Siveco Application, Outlook, RITM and SAP, 1C, Navision program, PowerPoint

## Experiența profesională

**Vendor Scheduler** · Federal-Mogul Wipers · Romania  
*August 2015 - August 2018 · 3 ani 1 lună*

Daily running of OTD in order to check that the deliveries are made on time;  
-Daily check of supplier delivery schedule in order to ensure that deliveries are made on time and in accordance with production needs;  
-Tracking of materials reception and quality status until they are used for production.  
- Place weekly orders and send monthly forecast to suppliers;  
- Check stock for materials to be obsoleted and follow up with bill of materials changes;  
-Monthly evaluation of suppliers and tracking the performance indicators.

**Material Planner** · Procter & Gamble, Romania · Romania

*Februarie 2014 - Decembrie 2014 · 10 luni*

- Place Purchase Orders (PO) timely and obtaining confirmations from suppliers;  
- Checking daily materials, timeliness of delivery and quantities ordered.  
- Checking the availability of documents and materials necessary for products manufacturing;

- Preparing the information regarding the manufactured products from the current order BOM;
- Monthly evaluation of suppliers based on time deliveries.

## **Sales and Marketing · Uztel SA Romania · Romania**

*Iunie 2007 - Iunie 2013 · 6 ani 1 lună*

- Elaborate the technical and commercial offer for products/services from the company field of activity and translating them in to Russian;
- Experience in negotiating payment instruments (credit, bank guarantees, etc.);
- Knowledge of delivery terms and transport contract clauses (Incoterms 2000, Ex Works, FOB, DAP, etc);
- Attending to meetings with external customer;
- Preparing the company participation at national and international exhibitions and representing the company at these events;
- Collaborate with the Design, Production and Quality departments in order to obtain the Gost-R and Rostechnadzor certification for the company products;
- Development the relationships between internal departments and customers;
- Sending and timely receipt of all documents between providers and the Company;
- Maintaining contacts between suppliers and internal departments involved and procurement services;
- Agency agreement, letters for external clients;
- Communication by e-mail or phone with external clients;
- Send and receive all documents in time between clients and Company;
- Collaboration with the quality assurance department. Handle the economic part of commercial tender;
- Identify new clients for the industrial solutions offered by the company.

## **Studii: Superioare**

### **Oil and Gas University, Romania**

*Absolvit în: 2007*

Facultatea: Master's degree - Engineering

Specialitatea: Oil management

### **Oil and Gas University, Romania**

*Absolvit în: 2005*

Facultatea: Licentiate degree - Economy

Specialitatea: Finance and Banks