

# Assistant



## Tatyana Bocherikova

Preferovaná země nebo město: **Czechia**

Plat: **od 1000 EUR**

Činnosti: **Sekretariát, kancelářské práce**

Úvazek: **Plný úvazek**

Připraven přestěhovat se: **Ano**

## Popis životopisu

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.

## Zkušenosti

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.
- Plan, 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.