**LOGISTICS MANAGER RESUME**

Kevin Importskij

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**WORK EXPERIENCE**

**12/20XX - present, Import & Logistics Manager, Ukrorgsynthez**

* Preparing new projects and their implementation.
* Optimizing business processes.
* Introduction of new procedures to increase the effectiveness of the department.
* Working closely with the stakeholders to manage the day-to-day work of the team.
* Tracking project reporting.
* Ensuring key performance indicators reaching success level values.
* Reducing costs, risks and obtaining best terms.
* Negotiating with key suppliers and getting substantial discounts.
* Coordinating the flow of the whole documentation.
* Responsible for atypical and new complex projects

**12/20XX- 11/20XX, Import Specialist, Ukrorgsynthez**

* Managing the purchases and payments processes.
* Managing the movement of products/equipment/materials in and/or out of the country in accordance with organizational policy and procedure, and to comply with relevant local, country, and international law and process.
* Cooperation with suppliers and transport companies to ensure the arrival of goods within the required timeframe and obtain best freight rates.
* Monthly conducting financial audit to check that all payments are considered.

**07/20XX - 12/20XX, Account Manager, AGAMA Communication**

* Directing and managing few medium to large-sized projects (clients: Philip Morris Ukraine, Platinum Bank, Life cell)
* Analysis, preparing statements of work for new project proposals.
* Producing agreed regular progress reports on the project status for the clients.
* Taking part in organization for different advertising activities.
* Ensuring that the projects deliver the desired results within project constraints

**EDUCATION**

09/20XX - 08/20XX,

**International Economics and Management, Kyiv National Economic University**

09/20XX - 05/20XX,

**Business English, London School of English**

02/20XX - 09/20XX,

**Financial management, Prometheus**

**STRENGTHS**

* Critical thinking.
* Financial management
* Effective time management
* Analytical and organizational skills

**SKILLS**

* Languages
* English
* Volunteering
* 01/2015 - 08/2016, Volunteer, Ukrainian Chemists
* Hobbies
* Traveling
* Basketball
* Motorsport