



2019-09-18

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36 Лет/Года

**Условия оплаты :** 1 000лари**Локация работы :** Тбилиси**Пол :** Женщина**Образование :** Магистр**Опыт :** 3 года - 5 лет**Сейчас я :** Ищу работу**Сектор :** Другой сектор**Рабочая область :** Управления / Администрирование**Мобильность :** Региональная**Испытательный срок :** 1 месяц**Рабочая время :** Неполный рабочий день, Утренняя,  
Во второй половине дня, Вечером, Ночная

## ЛОГИСТ, ПОМОЩНИК –АССИСТЕНТ РУКОВОДИТЕЛЯ, МЕНЕДЖЕР

GE01184322

### Education

Krivorihzkiy Pedagogical University Philology/Specialist teacher of English and German languages and foreign literature 2003 2008

### Work Experience

Position Teacher of English language

Company's name Speak Up school ( Arcelor Mittal)

Period (M/Y) / City&Country 01.12.2014-15.02.2015 Kriviy Rig Ukraine

Responsibilities (describe) Studying the material with students according to the school program

Position Specialist of the Department assorted lading

Company's name LLC"F.S. MACKENZIE UKRAINE "

Period (M/Y) / City&Country 26.08.2013-31.10.2013 Kiev Ukraine

Responsibilities (describe) • Collecting goods from Europe;

• Planning shipments of cargos from bonded warehouse to Ukraine, control of delivery;

- Monitoring and preparation of supporting documents;
- Transport searching;
- Work with claims

#### Position Director

Company's name LLC"EVROSTANDART SERVICE"

Period (M/Y) / City&Country 01.06.2011-23.08.2013 Kiev Ukraine

Responsibilities (describe) • Effective managing of the unit;

- Ensuring procurement of goods (planning, fixing orders with suppliers, control of shipments);
- Monitoring and preparation of supporting documents for import and export delivery of goods in Ukraine;
- Control of custom clearance operations;
- Conducting business negotiations with foreign suppliers;
- Carrying out of balance reconciliations;
- Work with claims

#### Position Deputy of the director

Company's name LLC"EVROSTANDART

Period (M/Y) / City&Country 02.03.2009- 30.05.2011 Kiev Ukraine

Responsibilities (describe) • negotiating with suppliers,

- interaction with carriers
- control delivery time,
- control of settlements with counterparties,
- the development of optimal supply
- routing and timing path, costs calculation,
- support all the documents for transactions (preparation of documentation, contracts, reports)
- custom clearance of goods,
- Coping disputes with service companies

#### Position Manager of open projects department

Company's name LLC "Business Education Alliance

Period (M/Y) /

City&Country 28.08.2008- 30.10.2008

Kiev Ukraine

Responsibilities (describe) • organization of workshops and training programs,

- organization of the examination activities;
- preparation of reports for accounting, for the founders;
- calculations of royalties;
- business correspondence;
- visa documents;

