


Practical-minded, responsible and open minded to experience new challenges in trading or horeca sector

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Summary

general job experience 20+ years.

open minded, fast in learning and adapting new skills, that are necessary to improve the outcome of work related tasks.

Work experience

Purchasing manager

Estonia

Aug 2021 - Oct 2024 (3 y. and 3 m)

Sales / Retail

in charge of long-term and short term projects, that accord to purchase department:

import purchase + logistical solutions

responsible for invoices+ credit notes related to purchase department and being presented to the accountance department

responsible for purchases, that regard to expected forecast and need

responsible for attending on time at tenders (government + horeca sector customers)

responsible for setting up and keeping good relations between suppliers and company.

visiting expos, finding new suppliers

responsible for swapping product range, cutting out "outcast" products, finding "unicorn" products to the general range, regarding forecast and customers expectations.

setting up and being responsible for setting up workshops, meetings with mother company joints, around Europe (Bidcorp) and customers, to enlighten and educate existing customers, regarding possibilities in product range. setting up new targets, regarding

customers needs on the market.

responsible from the beginning til the end (literally) for companys participatioon at the fair(7000 visitors), with the booth setup, composing, billing, etc.

responsible for setting up meetings between different departments(sales+purchase)

Store Manager

Estonia

Oct 2020 - Mar 2021 (6 m)

Sales / Retail

responsibilities:

schedule for employers

sales targets

orders to suppliers

sales in live.

cooking

Müügiesindaja/ostujuht

Estonia

Jan 2019 - Mar 2021 (2 y. and 3 m)

Sales / Retail

responsibilities_

creating customer portfolio from scratch

sales B2B

invoicing

dealing with B2B problems on live.

Shift Foreman

Estonia

May 2018 - Jan 2021 (2 y. and 9 m)

Catering

responsibilities:

first Olearys in Estonia:

setting up new systems for sufficient workflow

graphics for employees

service

finding solutions for urgent problems, related to general restaurant life.

Cook

Estonia

May 2016 - Sep 2018 (2 y. and 5 m)

Catering

responsibilities:

ordering goods

prep

service

cleaning

catering

schedule

Specialist in logistics

Estonia

Jan 2018 - Jun 2018 (6 m)

Manufacturing / Production

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Cook

Estonia

Aug 2014 - Nov 2017 (3 y. and 4 m)

Catering

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Cook

Finland

Oct 2015 - Feb 2016 (5 m)

Catering

responsibilities:

pasta chef.

all tasks related to serve delicious pasta from clean and tidy environment

Service manager

Estonia

Nov 2013 - Oct 2015 (2 y.)

Catering

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Serviceman

Estonia

Mar 2015 - Sep 2015 (7 m)

Tourism / Hotels

hostess in Shangri-La hotel chain in New Delhi.

all tasks related to being hostess in a restaurant .

Shift Foreman

Estonia

Sep 2010 - Apr 2014 (3 y. and 8 m)

Culture / Entertainment / Recreation

responsibilites:

schedule for colleagues in winter garden

catering events set up, cleaning, service

bar service during opera and ballet breaks.

Serviceman

Estonia

Jun 2004 - Sep 2012 (8 y. and 4 m)

Catering

first job, aside from school (summer schoolbreaks)

responsibilities:

catching, cleaning trout from the pond
cleaning
cooking
prep and service
bar attendant

Bar Assistant

Estonia

Sep 2008 - May 2010 (1 y. and 9 m)

Catering

responsibilities:
cleaning and washing dishes, assisting at the bar, during night time parties for adults, at local restaurant/bar

Education

Suuremõisa kutsehariduskeskus (Estonia, Vocational education)

Väikeettevõtlus

2016 - 2017

Tallinna Tervishoiu Kõrgkool (Estonia, Higher education)

ämmaemandus / õendus / Bachelor

2010 - 2015

Kärdla Ühisgümnaasium (Estonia, Secondary education)

1998 - 2010

Language skills

Language	Listening	Reading	Communication	Presentation	Writing
English (Language of communication)					
Estonian	C2 (?)	C2 (?)	C2 (?)	C2 (?)	C2 (?)
English	C2 (?)	C1 (?)	C1 (?)	C1 (?)	C1 (?)

Russian	B1	?	B1	?	B1	?	A2	?	B1	?
Finnish	A2	?	A1	?	A2	?	A2	?	A1	?

Levels: A1/A2 - Basic user; B1/B2 - Independent user; C1/C2 - Proficient user

[Common European Framework of Reference for Languages](#)

Computer skills

Operating systems

Advanced Windows 2000/XP

Office software

Advanced OpenOffice.org Writer, MS Word, MS PowerPoint, MS Excel

Intermediate OpenOffice.org Calc

Web Browser

Advanced Mozilla Firefox, Internet Explorer, Google Chrome

Driving skills

Licence since Acquired categories

2009 B

Desired position

Sales / Retail

Purchasing specialist

Work type

Employee, Contract worker

Working time

Full-time

Locations

Home office

Countries

Norway

Other

Advanced training

Praktiline ostujuhtimine-tulemuslik ostutegevus kaubanduses

EXCELLENCE KOOLITUS- JA ARENDUSKESKUS OÜ / Estonia

2022 (8 hours)

Shangri-La care program

Shangri-La hotellikett /New Delhi Shangri-La / India

2015 (6 months)

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