

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



## Summary

general job experience 20+ years.

open minded, fast in learning and adapting new skills, that are nesscesary 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

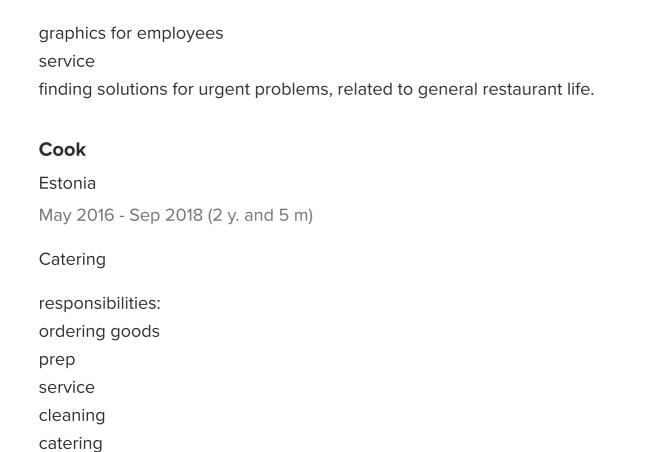
May 2018 - Jan 2021 (2 y. and 9 m)

Catering

responsibilities:

first Olearys in Estonia:

setting up new systems for sufficient workflow



## **Specialist in logistics**

Estonia

schedule

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 (?)

 Russian
 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

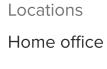
Purchasing specialist

Work type

Employee, Contract worker

Working time

Full-time



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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