

ANNA KUNECKA

Birth day : 14.04.1981
Nationality : polish
Driver's license
Vehicle available



IMPORT-EXPORT SPECIALIST

8 years of experience in Switzerland

English - French - Polish

PROFIL

With an analytical and proactive mind, I work to anticipate problems, optimize tasks and put in place preventive actions. I am very oriented towards the satisfaction of external clients and my colleagues by listening to them and understanding their needs. I am an organized, meticulous and versatile person. I'm able to work independently and with great team spirit.

CONTACT

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Route de Planafin 32, 1723
Marly

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EXAMPLES OF TRACK RECORD

Tiffin Metal Products Switzerland (FR)

12 MOIS 2021-2022

Supply Chain Coordinator

Chutes steel industry – organisation of the transport by air, road and sea to différents countries of world, export documents

Celgene International Sàrl (NE)

9 MONTHS IN 2020

Shipping Manufacturing Specialist

Pharmaceutical industry - inbound transportation by air from Europe ; Outbound transportation by road and air to Europe and USA
Respect of supply cold chain requirements

Sogescol - Socfin Group (FR)

6 MONTHS IN 2019

Logistics Responsible

Rubber industry - organisation and follow up of maritime transport from Africa to Europe and Asia

Sodimex – Socfin Group (FR)

1 YEAR IN 2018

Supply Chain Specialist

Oil palm industry - purchases of industrial spare parts and

Mane SA (VS)

6 MONTH IN 2017

International Transport Specialist

Spices industry – purchases, import in maritime transport from India, export to Europe by air and road.

Sensefly (VD)

3 YEARS FROM 2014-2017

Supply Chain Specialist

Drones industry – International export by air, export documents

SKILLS

- SUPPLY CHAIN
- LOGISTIC
- IMPORT & EXPORT
- TRANSPORT ORGANISATION BY ROAD, AIR, SEA
- EXPORT DOCUMENTATION

EDUCATION

- Dangerous goods IATA Training cat 1/3 (without class 7), I Dangerous goods IATA Training cat 1/3 (without class 7), IATA table DGR 1.5.A, 2020 Aviasecure à Zurich
- Security Manager of a Known Consignor, Federal Office of Civil Aviation 2020 - Aviasecure in Morges
- Export training on the topics of Swiss VAT and cross-border transactions and European and intra-community VAT, 2019 - CICF in Fribourg
- Training on EXPORT 2016 - CNCI à Lausanne
- Master in Business Administration (french-polish program) 2005 - 2007 Université Jean Moulin Lyon 3

DETAILS OF PROFESSIONAL EXPERIENCE

07.2021 – 07 2022

❖ Supply Chain Coordinator :

Tiffin Metal Products Switzerland in Schmiten (FR), a company specializing in the manufacture of steel chutes for Distribution Centers.

1. Organization and follow up of the sea transport :

- **for import** : from China of 11 containers. Incoterm FOB;
- **for export** : from Germany to USA of 3 containers, incoterm FCA;
from Switzerland to USA of 1 container, incoterm DAP;
from CH to Japan, incoterm FCA, project of 8 containers;

2. Organization and follow up of the road transport :

- **for import** : from Poland to Switzerland, FCA;
from the Netherlands to Switzerland, FCA;
- **for export** : from Switzerland to United Kingdom, DAP, project of 110 trucks;
from Switzerland to Germany, DAP;
from Switzerland to Austria for business show;

3. Organization and follow up of the air transport :

- **for import** : from Switzerland to USA (wooden box) - personal effects ;
- **for export** : from Switzerland to South Korea (shipment under warranty);
from Switzerland to USA (in pallets);
from Switzerland to United Kingdom (shipment not under warranty);

4. **Preparation of Export the documents** and ensuring their compliance with international trade.(Commercial Invoices, Packing list, Certificate of Origin, labels);

5. **Providing the import instructions** to the freight forwarders with regards to incoming shipments;

6. **Establishment of shipping procedures in One Note;**

7. **Ensuring a good connexion** between **the external suppliers, des freight forwarders** and the **customers;**

8. **Assistance in the handling of the purchases** and in the **stock's control;**

9. **Ensuring that all sales, and stocks levels are well updated in Global Shop Solutions logiciel;**

10. **Validation of invoices** related to transport and logistics;

04.2020 - 12.2020

❖ Specialist, Manufacturing Shipping :

Celgene International Sàrl –

international headquarter and production site for the manufacture of capsules and packaging (a Bristol Myers Squibb compagny)

Shipping activities :

- ✓ Preparation of the shipping planning ;
- ✓ Communication and control the good planning execution to the stakeholders ;
- ✓ Following up the release of raw materials, bulks semi-finished and finished products with the Quality Assurance ;
- ✓ Preparation of the documentation relative to shipments ;
- ✓ Following up each shipment until delivery ;
- ✓ Coordination of the transfer or return between warehouses in collaboration with the Warehouse teams;
- ✓ Sharing the documentation with other stakeholders, the forwarders and consignees ;
- ✓ Recording the shipping transactions in the MES system ;
- ✓ Ordering the transport for shipping on his behalf ;
- ✓ Accountable for the shipping metrics (KPIs) ;
- ✓ Opening and following-up Logistic issues or deviations when event occurs during the transport related activities,
- ✓ In charge of any creation and maintenance of controlled document related to his field of competences

Continuous improvement :

