



—○ ANNA KUNECKA ○—  
**SUPPLY CHAIN COORDINATOR**  
 15 YEARS OF TOTAL EXPERIENCE AND 9 YEARS IN IMPORT-EXPORT  
**FRENCH-ENGLISH-POLISH**



## CONTACT

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## PROFILE

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.

## SKILLS

IMPORT-EXPORT  
 LOGISTICS  
 INTERNATIONAL TRADE  
 SUPPLY CHAIN  
 TRANSPORT ORGANIZATION

## EXPERIENCE IN SWITZERLAND

### K-EXPORT SERVICES - A. KUNECKA

Since 01.08.2022 until now.  
 Self-employed ; supply chain, import-export and logistics services.

### Tiffin Metal Products Switzerland - Supply Chain Coordinator

2021-2022 - (1 year)  
 Steel industry - organization of maritime, road and air transport.

### Celgene International Sarl - Shipping, Manufacturing Specialist

2020 - (9 months)  
 Pharmaceutical industry - air and road transport - cold chain.

### Socfin Group

#### Sogescol - Logistics Manager

2019 - (6 months) - Rubber's industry - sea shipments from Africa to Asia.

#### Sodimex - Supply Chain Coordinator

2018-2019 - (1 year)- Palm oil industry - sea shipments from Europe to Africa.

### Mane - International Transport Specialist

2017-2018 - (8 months)  
 Spices' industry - sea transport from Asia to Europe, road transport in Europe.

### Sensefly - Shipping Specialist

2014-2017 - (8 months)  
 Drone industry - road and air transport.

### Sensient Imaging Technologies - Sales Coordinator

2013-2014 - (8 months)  
 Textile industry - road and air transport.

## EXPERIENCE IN FRANCE

### Chep France

**Account Manager** - 2008-2013 - (4 years and half)

**Customer Relations Executive** - 2007-2008 - (1 year)

Rental of handling products – Companies accounts' handling and inventories management.

## EXPERIENCE IN POLAND

### Poldem - Logistics Specialist

2006-2007 - (1 year)  
 Sofas' industry - road transport

## EDUCATION

Dangerous goods IATA Training cat 1/3 (without class 7, IATA table DGR 1.5.A, 2020 Aviasecure in Zurich

Security Manager of as 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 in Lausanne

Master in Business Administration (French-polish program), 2005 - 2007 Jean Moulin Lyon University 3

# DETAILS OF PROFESSIONAL EXPERIENCE

## TIFFIN

- ❖ **TIFFIN METAL PRODUCTS SWITZERLAND – MANUFACTURER OF STEEL SPIRALS IN DISTRIBUTION CENTERS SUPPLY CHAIN COORDINATOR:**

### ORGANIZATION AND MONITORING OF SEA TRANSPORT:

- ✓ IMPORT : CHINA -> SWITZERLAND - **11 CONTAINERS**
- ✓ EXPORT : GERMANY -> USA - **3 CONTAINERS**  
SWITZERLAND -> USA - **1 CONTAINER**  
SWITZERLAND -> JAPAN - **8 CONTAINERS**

### ORGANIZATION AND MONITORING OF ROAD TRANSPORT :

- ✓ IMPORT: POLAND -> SWITZERLAND  
NETHERLANDS -> SWITZERLAND
- ✓ EXPORT: SWITZERLAND -> UK - **110 TRUCKS PROJECT.**  
SWITZERLAND-> GERMANY  
SWITZERLAND -> AUSTRIA

### ORGANIZATION AND MONITORING OF AIR TRANSPORT:

- ✓ IMPORT : USA -> SWITZERLAND - **PERSONAL EFFECTS**
- ✓ EXPORT : SWITZERLAND -> USA - SPARE PARTS ON PALLETS  
SWITZERLAND -> UK - SHIPMENT **UNDER WARRANTY**  
SWITZERLAND -> SOUTH KOREA - SHIPMENT **NOT UNDER WARRANTY**

(Departure in order to create "K-Export Services – A. Kunecka" company to work as self-employed)

## CELGENE

- ❖ **CELGENE INTERNATIONAL** - Manufacturer of capsules and packaging and pharmaceuticals purchased by **Bristol-Myers Squibb: MANUFACTURING SHIPPING SPECIALIST:**

### Shipping activities:

- ✓ Preparation of **the weekly expedition's schedules;**
- ✓ Communication and monitoring of the proper execution of planning to the stakeholders;
- ✓ Monitoring of the **release of: raw materials, semi-finished bulk and finished products with Quality Assurance;**
- ✓ Preparation of **shipping documentation;**
- ✓ Tracking of each shipment until delivery;
- ✓ Coordination of the transfers or returns between the warehouses in collaboration with the warehouses' teams;
- ✓ Sharing documentation with other stakeholders, freight forwarders and recipients;
- ✓ **Recording of shipping transactions in the Oracle software;**
- ✓ **Road and Air transport orders** preparing and processing ;
- ✓ Being responsible for **shipping metrics (KPIs);**
- ✓ Opening and follow-up of **logistical problems or deviations** when the event occurs during transport-related activities;
- ✓ In charge of any creation and maintenance of controlled document related to his field of expertise;

### Continuous improvement:

- ✓ Ideas' proposals for process improvement and guide them towards realization, active participation in projects;
- ✓ Empower the logistics process and challenge the status quo in day-to-day business;
- ✓ Lead continuous improvement projects with internal and external stakeholders;

### Known sender:

- ✓ Ensuring the responsibilities of **the safety advisor for the "Know shipper certification"** in accordance with the safety program;
- ✓ Act as a point of contact for certification-related topics;

(Departure by mutual agreement due to the need to work overtime on a regular basis)

## SOCFIN

- ❖ **SOCFIN GROUP - SOGESCOL** - a rubber's trading and export company.  
**LOGISTICS MANAGER:**

- ✓ Obtaining and processing **shipping instructions (sea freight in FCL)**, transmitting them to factories and monitoring their application;
- ✓ Management of forecasts in conjunction with factories and shipping companies;
- ✓ **Tracking of shipments from Africa to different countries of the world;**
- ✓ **Management of unforeseen events related to maritime transport;**
- ✓ Monthly establishment of prices for long-term contracts;
- ✓ Compilation of miscellaneous statistics;
- ✓ Daily use of English;

(Departure by mutual agreement due to the need to work overtime on a regular basis)

- ❖ **SOCFIN GROUP - SODIMEX** - a purchasing center for palm's oil and rubber's plantations.  
**SUPPLY CHAIN SPECIALIST:**

- ✓ **Management of purchases' and sale's factories spare parts orders ;**
- ✓ **Negotiation** with suppliers and carriers;
- ✓ Organization and follow-up of **shipments by sea and air from Asia and Europe to different African's countries;**
- ✓ Administrative management of export documents;
- ✓ Resolution of customs problems;
- ✓ Daily use of English;

(Due to the budget cuts, I was offered another position in the Group)

<p><b>SENSFLY</b></p>	<ul style="list-style-type: none"> <li>❖ <b>SENSFLY</b> - a drone's manufacturer of for agriculture's and mining's applications. <b>SHIPPING SPECIALIST:</b> <ul style="list-style-type: none"> <li>✓ Management of different types of shipments: <b>commercial orders, R&amp;D, marketing, supply's chain orders,</b></li> <li>✓ Organization of <b>express transport according to IATA's regulation</b> and road transport;</li> <li>✓ Preparation of <b>IATA hazardous materials declarations (lithium batteries);</b></li> <li>✓ Help to the obtention of import licenses by the buyers.</li> <li>✓ Daily use of English;</li> </ul> <p>( End of contract due to restructuring)</p> </li> </ul>
<p><b>MANE</b></p>	<ul style="list-style-type: none"> <li>❖ <b>MANE SA</b> - perfumes' and aromas' designing company and markets raw materials <b>INTERNATIONAL TRANSPORT SPECIALIST:</b> <ul style="list-style-type: none"> <li>✓ Administrative <b>management of a platform's distribution</b> to the EU countries;</li> <li>✓ <b>Processing and follow-up of purchases and sales orders;</b></li> <li>✓ Coordination of <b>sea transport from Asia for imports</b> and <b>road transport in Europe for export;</b></li> <li>✓ Daily use of English;</li> </ul> <p>(Interim mission)</p> </li> </ul>
<p><b>SENSIENT</b></p>	<ul style="list-style-type: none"> <li>❖ <b>SENSIENT IMAGING TECHNOLOGIES</b> - a manufacturer of special inks and dyes in the textile industry. <b>SALES COORDINATOR:</b> <ul style="list-style-type: none"> <li>✓ Order processing and tracking;</li> <li>✓ Organization of <b>air, road and sea transport;</b></li> <li>✓ Establishment of <b>export documents in the different countries of the world;</b></li> <li>✓ Daily use of English;</li> </ul> <p>( Interim mission – replacement of two maternity leaves)</p> </li> </ul>
<p><b>CHEP</b></p>	<ul style="list-style-type: none"> <li>❖ <b>CHEP FRANCE</b> - a company specialized in Handling solutions as pallets, containers, racks <b>ACCOUNT'S MANAGER:</b> <ul style="list-style-type: none"> <li>✓ <b>Portfolio management of 130 customers (€1.2 million of turnover per year)</b> for the pallets's part in the sectors: food, cosmetics, packaging;</li> <li>✓ <b>Success in consolidating 75% of inventories of the invoiced stock for a target of 80% representing 80,000 pallets per year;</b></li> <li>✓ Daily use of English;</li> <li>(family move to Switzerland)</li> </ul> </li> <li>❖ <b>CHEP FRANCE</b> - a company specialized in Handling solutions as pallets, containers, racks <b>CUSTOMER RELATIONSHIP EXECUTIVE :</b> <ul style="list-style-type: none"> <li>✓ Work in Customer Service at the Front and Back Office for Large, Medium and Small Customers;</li> <li>✓ <b>Participation in the increase in customer satisfaction of 15%;</b></li> <li>✓ Daily use of English;</li> </ul> </li> </ul>
<p><b>POLDEM</b></p>	<ul style="list-style-type: none"> <li>❖ <b>POLDEM</b> - a sofas' designing company in Poland. <b>LOGISTICS SPECIALIST:</b> <ul style="list-style-type: none"> <li>✓ Organization of furniture's' deliveries rounds by road transport in Europe;</li> <li>✓ <b>Negotiation of transport prices, production's and truck charters follow-up;</b></li> <li>✓ Transversal coordination position between customers, production plants and transporters;</li> <li>(back in France to join my husband)</li> </ul> </li> </ul>
<p><b>DIVERSE</b></p>	<ul style="list-style-type: none"> <li>❖ <b>LANGUAGES:</b> <ul style="list-style-type: none"> <li>▪ Polish: mother tongue;</li> <li>▪ French: bilingual;</li> <li>▪ English: level B2</li> </ul> </li> <li>❖ <b>COMPUTING:</b> <ul style="list-style-type: none"> <li>▪ Software: <b>SAP, Siebel, JD Edwards, Open ERP, Navision (EDI), Ghost, Production Trading; ORACLE, Global Shop Solutions ;</b></li> <li>▪ Office automation: Word, EXCEL (PivotTables, Search V, INDEX, EQUIV), Power Point;</li> <li>▪ Internet: construction of two websites;</li> </ul> </li> <li>❖ <b>LEISURE:</b> gardening; running, hiking, psychology of personal development, tennis table;</li> </ul>