

Główne umiejętności

Computer skills: Microsoft Office, Scala and SAP systems

Driver's license

Languages

niemiecki (Elementary) angielski
(Full Professional)

Podsumowanie

Ambitious and hard working

Working efficiently under stress

Eager to learn new competences

Doświadczenie

BASF Polska Sp. z o.o.

13 lat 2 mies.

Senior Sales Coordinator and Analyst

lipca 2013 - Present (11 lat 2 mies.)

- 1) Management, analysis, monitoring and follow-up of sales and marketing Care Chemicals business - local and direct business
- 2) Preparation of statistics and preliminary analysis for monthly sales reports for Central Europe Region, annual sales planning, 3-month-forecast for global planning unit
- 3) Regular control and report of sales deviations vs. plan
- 4) Support to the Sales and Marketing in preparation of documents and statistics including presentations, writing and evaluation of visit reports, statistics and publications
- 5) Key responsibility for proper input and maintenance of customer / product master data as well prices into the IT-systems; gathering information about freight rates for various destinations
- 6) Order chasing, preparation, monitoring and follow-up of sales activities for direct business and local stock business
- 7) Coordination of internal / external matters between the departments Customer Service and Formulation Center
- 8) Control, report and management of the outstanding receivables through direct customer approach in coordination with Credit Risk Management Department
- 9) Coordination and support of work Sales and Formulation Center
- 10) Collection and evaluation of market information to support the Sales, Marketing and Technical Department
- 11) To ensure the implementation of rules and procedures BASF SE

- 12) Preparing yearly report concerning packaging volume imported into Polish market in P2P process
- 13) Debit/Credit Notes management and collection of all signed documents; release of credit / debit notes according to BASF guidelines
- 14) Accepting invoices =< 2.500 Euro for accounting purposes in BASF internal system
- 15) To ensure the flow information between CKAM - CSO - Customers (Price, change of conditions)
- 16) Purchasing office supplies and managing additional orders for Personal care department in BASF SRM system
- 17) Coordination and solving problem of unexpected cases (support and investigation)
- 18) Administrational support if needed

Sales Office Coordinator/ Analyst

lipca 2011 - czerwca 2013 (2 lata)

Al. Jerozolimskie 154; 02-326 Warszawa

- 1) Management, analysis, monitoring and follow-up of daily sales & marketing business affairs of Care Chemicals (CPI/CSA) for local and direct business.
- 2) Preparation of statistics and preliminary analysis for monthly sales reports, annual sales planning, 3-month-forecast, CIM files.
- 3) Regular control and report of sales deviations vs. plan
- 4) Support to the Sales and Marketing Management concerning preparation of documents and statistics including preparation of presentations, writing and evaluation of visit reports, statistics and publications.
- 5) Key responsibility for proper input and maintenance of customer and product master data as well prices into the IT-systems; gathering information about freight rates for various destinations.
- 6) Order chasing, preparation, monitoring and follow-up of sales activities for direct business and local stock business.
- 7) Coordination of internal / external matters between the departments Customer Service and Laboratory
- 8) Control, report and management of the outstanding receivables through direct customer approach in coordination with CRM department
- 9) Coordination and support of work Sales & AWT department;
- 10) Collection and evaluation of market information to support the Sales, Marketing and Technical Department
- 11) To ensure the implementation of rules & procedures BASF SE

- 12) Preparing yearly report concerning packaging imported into Polish market in P2P process, managing pick ups of N-declare products' packaging sold by Cognis Polska, ordering utilization service at Remondis on request
- 13) Debit/Credit Notes management & collection of all signed documents; Release of Notes according to guidelines CRM
- 14) To ensure the flow information between CKAM - CSO Customers (price, change of conditions)
- 15) Purchasing office supplies and managing additional orders in internal SRM system
- 16) Preparation of "success file" on quarterly basis
- 17) Coordination and solving unexpected problems (support and investigation)

Cognis Polska Sp.z o.o.

Sales Office Coordinator

lipca 2008 - czerwca 2011 (3 lata)

ul. Postępu 18 B; Warszawa

- 1) Management, analysis, monitoring and follow-up of daily sales & marketing business affairs of Care Chemicals (CPI/CSA) for local and direct business
- 2) Preparation of statistics and preliminary analysis for monthly sales reports, annual sales planning, 3-month-forecast, CIM files
- 3) Regular control and report of sales deviations vs. plan
- 4) Support to the Sales and Marketing Management concerning preparation of documents and statistics including preparation of presentations, writing and evaluation of visit reports, statistics and publications
- 5) Key responsibility for proper input and maintenance of customer and product master data as well prices into the IT-systems; gathering information about freight rates for various destinations
- 6) Order chasing, preparation, monitoring and follow-up of sales activities for direct business and local stock business
- 7) Coordination of internal / external matters between the departments Customer Service and Laboratory
- 8) Control, report and management of the outstanding receivables through direct customer approach in coordination with CRM department
- 9) Coordination and support of work Sales & AWT department
- 10) Collection and evaluation of market information to support the Sales, Marketing and Technical Department
- 11) Managing pick ups of N-declare products' packaging sold by Cognis Polska, ordering utilization service at proper company on request

- 12) To ensure the flow information between CKAM - CSO- Customers (price, change of conditions)
- 13) Coordination and solving problem of unexpected cases (support and investigation)
- 14) Administrative support if needed

Wykształcenie

Szkoła Główna Handlowa w Warszawie

magister, Analiza finansowa/ analiza strategiczna · (1997 - 2002)

III LO w Gdyni

Profil Matury Międzynarodowej · (1994 - 1997)