Professional resume

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First Name: Vitalii

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City: Nemyriv

Postal code: 22800

State/Province: Vinnytsia

Country/territory: Ukraine

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| Institution Name: | Vinnytsia National Technical University (VNTU) | |
| Level of Education: | Bachelor or Equivalent |  |
| Diploma Obtained: | Specialist diploma / Диплом спеціаліста | |
| Main Course of Study: | Electromechanics | |
| Place of Institution: | Vinnytsia. Ukraine | |
| Graduation Date: | 06/2010 | |

**PROFESSIONAL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer | | Action Contre la Faim | |
| Job Title | | Supply officer in Coordination | |
| Location *(City, Province, Country)* | | Vinnytsia. Ukraine | |
| Dates: | From: 11/05/2023 | To: now | Duration:0 Years and 3 Months |
| Work (%): *(optional field)* | | 100% | |
| Reason for Leaving: | | Still working | |

What were my main achievements?

Work experience in an NGO

Learned about a new app for purchases called LINKS

What were my duties and responsibilities?

Develop and implement procurement strategies and policies to ensure efficient and cost-effective sourcing of goods and services.

Identify reliable suppliers, negotiate contracts, and establish vendor relationships based on quality, cost, and delivery time.

Monitor supplier performance, conduct periodic evaluations, and address any issues or concerns.

Conduct market research to identify new suppliers, products, and pricing trends to support strategic decision-making.

Collaborate with internal stakeholders to determine supply requirements, create purchase requisitions, and manage procurement processes.

Review purchase orders, contracts, and other procurement documents to ensure accuracy and compliance with organizational policies and procedures.

Monitor inventory levels and track usage patterns to optimize inventory management and minimize stockouts or excess inventory.

Coordinate with logistics and warehouse teams to ensure timely and accurate receipt, storage, and distribution of goods.

Maintain accurate records of procurement activities, including supplier information, contracts, purchase orders, and inventory levels.

Analyze data and generate reports on procurement activities, supplier performance, and cost savings initiatives.

Stay updated on industry trends, regulations, and best practices in procurement and supply chain management.

Collaborate with finance and accounting teams to ensure accurate and timely payment processing for suppliers.

Identify and implement process improvements to enhance efficiency, reduce costs, and streamline procurement operations.

Ensure compliance with applicable laws, regulations, and ethical standards in all procurement activities.

Train and mentor junior staff members in procurement and supply chain best practices.

**PROFESSIONAL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer | | LLC LVN LIMITED | |
| Job Title | | Supply officer | |
| Location *(City, Province, Country)* | | Nemyriv, Vinnytsia. Ukraine | |
| Dates: | From: 12/02/2021 | To: 10/05/2023 | Duration:2 Years and 3 Months |
| Work (%): *(optional field)* | | 100% | |
| Reason for Leaving: | | I wanted to help people in an NGO | |

What were my main achievements?

Work experience in procurement

worked in the accounting program called 1C

Studying English

What were my duties and responsibilities?

Identify reliable suppliers, negotiate contracts.

Monitor supplier performance

Conduct market research to identify new suppliers, products,

Collaborate with internal stakeholders to determine supply requirements, create purchase requisitions, and manage procurement processes.

Participation in tenders

Archiving, in electronic and paper form

**PROFESSIONAL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer | | LLC LVN LIMITED | |
| Job Title | | Quality engineer | |
| Location *(City, Province, Country)* | | Nemyriv, Vinnytsia. Ukraine | |
| Dates: | From: 09/07/2015 | To: 05/02/2021 | Duration:5 Years and 7 Months |
| Work (%): *(optional field)* | | 100% | |
| Reason for Leaving: | | I did not have the opportunity to grow professionally, so I will change the field of activity | |

What were my main achievements?

Work experience in the field of internal audit

Development of skills in Microsoft office

What were my duties and responsibilities?

Quality control of component products.  
Quality control of finished products  
Conducting production tests  
Work with suppliers of complectation  
Handling complaints from retail chains, distributors, consumers, etc.  
Reporting  
Conducting internal audits  
Work with documentation

**PROFESSIONAL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer | | LLC LVN LIMITED | |
| Job Title | | Label machine operator | |
| Location *(City, Province, Country)* | | Nemyriv, Vinnytsia. Ukraine | |
| Dates: | From: 11/09/2014 | To: 08/07/2015 | Duration:0 Years and 10 Months |
| Work (%): *(optional field)* | | 100% | |
| Reason for Leaving: | | transition to a more influential position | |

What were my main achievements?

Fully studied the production process of liquor and vodka products

What were my duties and responsibilities?

Maintenance of the technological process for the maintenance of the bottling line Maintenance of bottling line machines Conducting commissioning works Inspection of component products for compliance with the requirements of quality indicators

**PROFESSIONAL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer | | Vinnytsia Regional Clinical Hospital named Pirogov | |
| Job Title | | Technical engineer | |
| Location *(City, Province, Country)* | | Nemyriv, Vinnytsia. Ukraine | |
| Dates: | From: 06/07/2013 | To: 11/09/2014 | Duration:1 Years and 2 Months |
| Work (%): *(optional field)* | | 100% | |
| Reason for Leaving: | | the opportunity to become part of a large company | |

What were my main achievements?

learned to repair devices and appliances

What were my duties and responsibilities?

Ensuring the operation of artificial kidney devices in good condition

Maintenance, spare parts replacement, minor repairs.

Care according to the system of water purification and reverse osmosis

**PROFESSIONAL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer | | Open joint-stock company Bratslav | |
| Job Title | | Design engineer | |
| Location *(City, Province, Country)* | | Bratslav, Vinnytsia. Ukraine | |
| Dates: | From: 01/07/2010 | To: 15/02/2013 | Duration:2 Years and 8 Months |
| Number of Staff Supervised: | | NA | |
| Work (%): *(optional field)* | | 100% | |
| Reason for Leaving: | | the company regularly violated the rights of employees | |

What were my main achievements?

This is my first real job. Here I gained basic knowledge and valuable experience

What were your duties and responsibilities?

Development, testing, installation of control units.

Permanent business trips

Development of drawings and control schemes

**IT/computer skills**

**LINK** – supply program in ACF

**1C** – supply program in LLC LVN LIMITED

**MS** Office, Outlook. Teams

**Languages**

**Language**: Ukrainian

**Level:** Mother tongue

**Language**: Russian

**Leve**: Working knowledge

**Language**: English

**Leve**: Working knowledge

**Language**: Italian

**Leve**: Working knowledge

**Driving license description**

A,B,C categories