

ANASTASIA SIVER

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ABOUT ME

Logistics specialist with 7+ years of experience. Versatile, creative, flexible professional with proven analytical skills. Have experience handling customer's orders in size from small shipments to full load container, in wide variety of products. Ability to effectively manage client support ensuring timely completion of order deadlines.

WORK EXPERIENCE

2011-2014
KYIV, UKRAINE

Logistics Specialist

Raben Group Ukraine

- received and processed daily customer's orders in WMS, overseeing follow-up performance, making transport arrangements for domestic shipments and registration of accompanying documentation
- resolved operational issues and constraints
- designed and implemented Standart Operational Procedures for 8 key clients
- incorporated a new transportation software in warehouse logistics department

2010-2011
KYIV, UKRAINE

Customer Service Representative

Golder Electronics Ukraine LLC

- prepared shipments from warehouses in Ukraine, Finland and China, provided supervision and document registration for domestic and international shipments
- provided internal analytic reports to enhance operating performance
- implemented efficient procedure for returned products

2007-2010
KYIV, UKRAINE

Logistics Specialist

Maksan LLC

- successfully searched for new clients (4 long term)
- processed and oversaw customer orders
- regular stock supervisions, analyzed data to improve performance

EDUCATION

2003-2008
KYIV, UKRAINE

University of Economics and Law KROK

Master Degree in Logistics

Courses taken in English: Accounting and Finance, Business Ethics, International Economics, Management, Marketing, Logistics, Micro & Macro Economics. Thesis: "Competitive advantages of 3pl company on Ukrainian market".