

Valentyna Boboshko

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PERSONAL SUMMARY

- Director of export, focused on organizing deliveries on time and in compliance with quality. Well experienced in process details and in all stages of production.
- 4 years experience in food export to Iraq.
- Review:
 - Organization of production from zero
 - getting all permission for export
 - starting the production
 - export administration
 - Frozen meet production and its export, food export.
 - Company management
 - HR management
 - Negotiations
- For 3 months received all approval documents, for 2 months started production and deliveries.
- English – Intermediate level: verbal communication, written communication with foreign partners
- Personal qualities: dedication, working for result, leadership, resistance to stress

CAREER HISTORY

Al-Hassanat

08.15 – 06.19

(Frozen beef and meat production and its export to Iraq; staff– 20 people)

Director LLC “Trade House “Ukrainian Meat Company”

07.16 – 06.19

Staff – till 20 persons

The goal was to start meat production according to Iraq and Ukrainian standards from zero, and to organize exporting.

- Developing documentation and getting permission for export to Iraq: production, ecology, veterinary standards of Iraq.
- Starting the production:
 - Searching for premises for production and office
 - Negotiations with suppliers, partners and governmental organizations
 - Searching for employees, health screening organization for working on food production
- Operations:
 - Raw materials base:
 - Quality control of raw material from suppliers, negotiations, solving price issues.
 - Production:
 - Control of production processes from the stage before slaughtering till finished products output
 - Guaranty production strict in keeping time products, control of standard output for meat
 - Control of standards of halal production
 - Logistics:
 - Preparing documents for export, custom clearance
 - Negotiations with logistic companies, pricing policy
 - Guaranty of delivery terms
 - Financial part:
 - Control of all expendable materials of production, decreasing of prime costs

Main results

- Launched project from zero, took to new level of profitability
- Personally took part in each step starting and managing of production, I know how works each process: from choosing of raw material till preparing of documents

- Received all necessary permissions and documents for export taking into consideration specifics of Iraq market for 3 months
- Successfully started production and export for 2 months
- For 3 years didn't receive claims about quality and terms of delivery
- Twice decreased expenses for plant rent as a result of negotiations
- Expanded database of suppliers for 80% during working period
- Successfully started new direction of work

Export Manager

08.15 – 06.16

Staff – till 10 people

The goal was searching and launching new food products for Iraq market

- Working with suppliers of food products: monitoring of market; searching for new suppliers; document support; effective coordination (control of delivery terms, document support), checking of quality according to halal standards
- Planning and control of sales value, market research
- Development and implementation of products promotion
- Work with documents and contracts

Main results

- Started from zero export of sweets
- Formed base assortment for Iraq market
- Created designs for labels, bags etc.
- Organized sorting and packaging according to demands of Iraq market

OJSC «Raiffeisen Bank Aval»

11.08 – 07.15

Project Manager

01.12 – 07.15

Staff – till 20 people

- Took part in process of accounts and work acceptance request optimization (optimization, decreasing bills for payment, refusing from bills, simplifying payment procedure, decreasing work acceptance requests);
- Inventory of title documents of the bank's own facilities;
- Control over execution of Internal Audit inspections (collection, consolidation and correct notes).

Main results

- Decreased quantity of paper work of leasing agreements;
- Closed all notes of Internal Audit, bring into compliance all remarks
- Bring into compliance documents establishing the right to own banks premises

Assistant to Head of Department

11.08 – 12.11

EDUCATION

National Pedagogical Dragomanov University.

2007

Speciality: High school Pedagogy; language and literature.