ILYA VODOLAZOV

LOGISTICS SPECIALIST

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 Seeking the position of Logistics Specialist/Analyst in an organization where I can work to the best of my abilities and experience to take care of the entire life-cycle of logistics from acquisition to distribution.

# JOB OBJECTIVE

 Over six years of experience in logistics and transportation field.

# PROFILE SUMMARY

Exceptional knowledge of the European, China and Russia import & export regulations and documentation.

Possess good leadership and management skills.

Goal-oriented and problem solving skills.

Excellent communication skills.

In-depth knowledge of basic computer applications (MS Office, Photoshop, etc.)

Fluent in English, Japanese and Russian.

**DAICHI LLC (RUSSIA)**

# Experience

May 2013 – Present **HEAD OF INTERNATIONAL LOGISTICS DEPARTMENT**

Supervised 8 employees and target compliance control.

Scheduled, hired, trained new employees.

Managed VIP and irregular projects. Controlled from the order placement to the moment of cargo reception.

Analyzed logistics data and provided results to the finance department.

Planned logistics budget.

Estimated total costs for the goods.

Reached set financial results and targets.

Optimized logistics chain using a transshipment warehouse in Europe.

Established and supervised branch in Latvia.

**ARMADA LLC (RUSSIA)**

June 2010 – May 2013 **DEPUTY HEAD OF INTERNATIONAL LOGISTICS DEPARTMENT**

Prepared of plan for developing and updating of the software used in a Company, which lead to reduction of processing time for one-type operations.

Maintained accounting overhead.

Supervised logistic data collection by members of logistics team.

Prepared monthly/quarterly/annual reports for top-management.

Ensured weekly shipments from warehouses in Germany and Latvia.

Conducted annual inventories and maintained stock.

Performed door-to-door service for the outsize cargo.

Prepared reports for German partner-company.

Established and maintained a system for recording and tracking orders.

**ARMADA LLC (RUSSIA)**

November 2008 – June 2010 **LOGISTICS SPECIALIST**

Prepared international supply contract and managed fulfillment of obligations under open contracts.

Processed of income shipping documents and input info in database.

Fulfilled cargo insurance application and prepared necessary proof documentation when the insured event.

Contacted with carriers to secure supply chain capacity for shipments.

Negotiated rates and service with carriers to maximize profitability.

Registered accurate and timely shipment status.

Prepared shipping documents (international standard) for outgoing shipments.

Coordinated with logistics team of transshipment warehouse in Germany.

**Sakura blossom (restaurant)**

April 2008 – November 2008 **PURCHASER**

Provided weekly supplies of food and stuff.

Set up Contracts with suppliers.

Maintained database of the company.

Assisted in translation between chief and staff, clients (Japanese).

Placed advertisement in media.

**INZHDORGEODEZIYA**

**(RUSSIA)**

September 2005 – April 2008  **ACCOUNTANT**

Managed business accounting.

Formed accounting reports, providing internal audit and analyzing financial results.

Contacted with banks.

**Moscow Institute of Steel and Alloys**

# EDUCATION

2002 – 2007 **SPECIALIST OF ECONOMICS**

Chamber of Economics and Computer science

**Moscow Institute of Steel and Alloys**

2003 – 2005 **TRANSLATOR (SPECIALIST) ENGLISH**

Chamber of foreign languages

**Japanese center MIRBIS**

2005 – 2008 Japanese course

**Moscow linguistic Institute**

2008 – 2015 Japanese course