



## Olha Nechuneieva

Date of birth: 20 Aug 1979 | **Nationality:** Ukrainian | **Gender:** Female |

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Nauki Avenue, 58, 61072, Kharkiv, Ukraine

### WORK EXPERIENCE

1 JUN 2016 – CURRENT – Kharkiv, Ukraine

#### **HEAD OF PROCUREMENT DEPARTMENT – POFINSTALL LLC**

- Organization of the process of providing raw materials, materials, goods, tools, overalls, household equipment
- Conclusion of contracts with Suppliers
- Preparation of claims to suppliers
- Conducting marketing research on suppliers, distributors, purchases of products and materials, prices and terms of supply
- Monitoring the state of stocks of raw materials and goods, taking measures to minimize them
- Organization of operational accounting of supply operations
- Monitoring compliance with budgets in accordance with the approved estimate
- Payment planning
- Development of enterprise standards for logistics
- Monitoring the correctness and timeliness of the tasks assigned by the employees of the department

Procurement Department | Construction | [office@profininstall.com.ua](mailto:office@profininstall.com.ua) | [profininstall.com.ua](http://profininstall.com.ua) |

Nauki Avenue, 58, 61072, Kharkiv, Ukraine

15 JUL 2011 – 30 MAY 2016 – Kharkiv, Ukraine

#### **ESTIMATOR – UKRSPETSTEHNICK LLC**

- Preparation of financial and estimate documentation for the reconstruction of functioning facilities, repair of structures, buildings and equipment.
- Correction and clarification of financial calculations in case of changes in the planned scope of work or prices for materials.
- Carrying out checks of the correctness of the preparation of estimates by contractors
- Ensuring work with contractors: monitoring their compliance with established standards when preparing estimates, coordinating them, drawing up acts confirming the amount of work performed.
- Preparation of defective acts
- Keeping records of budget and financial documents, analyzing and systematizing them in order to develop standard samples for regularly recurring work.
- Development of measures aimed at reducing the cost of construction and repair work.
- Preparation of certificates of the cost of works.

Department for estimate and contract work | Construction | Iskrinsky lane, 17, Kharkiv, Ukraine

5 SEP 2001 – 1 OCT 2009 – Kharkiv, Ukraine

#### **PURCHASING MANAGER – TEPOLOKVAR LLC**

- Procurement of materials and equipment
- Conclusion of contracts with Suppliers
- Monitoring the fulfillment of contractual obligations by suppliers
- Controlling the quantity and quality of incoming materials
- Control over the correct presentation of supplier settlement documents and the timely transfer of these documents for payment

- Maintaining operational records of the movement of material resources, the presence of unused inventories
- Drawing up the established reporting on the implementation of the plan for the logistics of the enterprise
- Formation, maintenance and storage of databases of internal and external information on logistics

Procurement Department | Construction | Danilevsky str., 6, 61058, Kharkiv, Ukraine

## ● **EDUCATION AND TRAINING**

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2001 – 2004 – Sumska Str. 40, Kharkiv, Ukraine  
**MASTER OF MANAGEMENT – KNUCEA**

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<https://kstuca.kharkov.ua/>

MAR 2019 – DEC 2019 – Shuliavska St, 10/12 B, Kyiv, Ukraine  
**PRE-MBA – MIM Business School**

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<https://mim.kyiv.ua/en>

## ● **DIGITAL SKILLS**

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Microsoft Office (Word & Excel), Microsoft PowerPoint, Microsoft Project, Internet, Outlook | 1C

## ● **DRIVING LICENCE**

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**Driving Licence:** B