



# Lucie Majáková

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📍 Jirkov

## Introduction

I'm working like a Bayer and my job is my hobby. I like to communicate with suppliers, forwarders, customers and with my colleagues.

I would like to stay in logistics and purchasing, because I like my jobs.

Maybe in the future I would like to be a team leader in purchasing or logistics.

## Experience

03/2018 - until now

### BUYER

Camfil CZ s.r.o.

I'm working like a buyer.

I create purchase order for non production material and production material.

PO for production material I'm creating in system Infor according to MRP or manually.

I order metal sheets different thickness, motors, ventilatory, packaging, fasteners.

PO for non production material I'm creating in the MS Excel manually.

I communicate with forwarders about delivery material from our supplier.

05/2017 - 02/2018

### Buyer

Parker Hannifin

I worked like a buyer.

I create purchase order for non production material and production material.

PO for production material I'm creating in system Infor according to MRP or manually.

I ordered granulat for production, packaging, fasteners in SAP system.

PO for non production material I'm creating in the MS Excel manually.

I communicate with forwarders about delivery material from our supplier.

05/2016 - 04/2017

### **Buyer**

Portola

I worked like a buyer.

I create purchase order for production material according to MRP JDE system.

I ordered seals, packaging, fasteners.

PO for non production material I'm creating in the MS Excel manually.

I communicate with forwarders about delivery material from our supplier.

04/2013 - 04/2016

### **Logistik**

Kaufland v.o.s

I worked here like a SAP admin.

I made PO for Kaufland in the SAP according to MRP.

Received the goods from headquarters from Prague according to delivery notes.

I made inventories with our director.

Every morning I must send reports about sales, depreciations, discounts to our headquarters in Prague.

It was very nice and interesting job and experiences.

12/2008 - 10/2012

### **Asistentka výroby a referentka logistiky**

Arla Plast s.r.o.

I worked like a buyer.

I create purchase order for non production material and production material.

PO for production material I'm creating in system Infor according to MRP or manually.

I ordered granulat for production, packaging, fasteners in SAP system.

PO for non production material I'm creating in the MS Excel manually.

I communicate with forwarders about delivery material from our supplier I prepared documents for expedition.

## **Knowledge and skills**

Languages:

Czech (proficient)

English (pre-intermediate)

German (basic)

Skills:

MS WORD MS EXCEL MS OUTLOOK internet SAP LOTUS NOTES

MS WORD MS EXCEL MS OUTLOOK INTERNET

komunikace s klienty dodavateli odběrateli

schopnost pracovat v týmu i samostatně

Driving licenses:

B

## Education

Level of education

**Secondary education or professional training with a school-leaving exam**

1993 - 1999

**Soukromé Chomutovské gymnázium**

Obecná příprava