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| **Gonchar Olena**  Mob.tel.: +38 093 850 77 79  [**gonchar.alena@gmail.com**](mailto:gonchar.alena@gmail.com)  **Age: 42 years** (Sep 5, 1978) **Female**  · **Ukraine** · |
| — Consulting — Science, Education  — Procurement  — Small Enterprise Management  Full-time  March 2020 – till now  **Assistant Coordinator of Physical Support** **/ NIRAS Sweden AB**  Empowerment of municipalities to deliver high quality administrative services to their citizens aims at contributing to the ongoing decentralization reform in Ukraine (Sida). For this purpose, Sida has subcontracted the Swedish Association of Local Authorities and Regions to support up to 600 Administrative Service Centres to live up to the expectation of the citizens, and the Estonian E-Governance Academy to develop IT solutions that facilitate the provision of the services concerned.   * Responsible for assistance in planning, coordinating, supervising and implementing of activities targeting the services for physical support (procurement of furniture, IT-equipment and special equipment for ASC). * Assist in development and implementation of a Procurement Plan within call-off 4 * Manage the procurement activities, such as development and reviewing technical specifications; preparation of bidding documents and advertisements; preparation of tender committee’s meetings; writing evaluation reports etc, Work with SmartME software tool within the PS * Make sure that the budget for physical support is kept within budget limits and used efficiently * Coordinate with the Finance Manager for regular preparation of Financial Reports; Management of all procurement contracts within call-off 4 * Coordination of archiving of all the documents related to PS of the project * On-going monitoring and reporting to Call-Off Manager and NIRAS in Stockholm * Contribute to reporting to Sida * Contribute to development of a monitoring and evaluation framework (procurement part).   December 2018 – December 2019 (2 years)  **Manager/ Procurement specialist / International company Saynomo**   * Opening a new business and working on construction of premises for this business. * Drawing up the necessary documentation and work with authorities. * Tendering for services. Search for contractors for services, meetings, drafting of documents and contracts, monitoring of implementation, quality of work and deadlines. * Purchase of all necessary materials and equipment for the construction of premises for business. Tendering, selection of the best suppliers (quality to price ratio). Delivery, transportation, warehousing, inventory. * Purchase of decor, furniture and everything necessary for the premisses. * Purchase of tools for staff, special equipment. * Staff recruitment. * The remaining purchases and services to ensure the operation of the business.     January 2017 – November 2018 ( 1 year 5 months) Freelance   * Assistance for foreign businesspersons opening business in Ukraine. * Set up business and open office * Work on the compilation of documents, contracts. Procurement of goods, warehousing, inventory. Market analysis. Budgeting. Translations. * Russian lessons for foreigners |
| April 2015 – December 2016 (1 year 8 months)  **Administrative Coordinator / International Humanitarian Organization GOAL Ireland (GOAL)**   * Coordinate GOAL procurement and humanitarian cargo transport processes at the national level in consultation with Country Director and relevant logistics staff and in accordance with GOAL policies and processes * Manage and monitor GOAL contracts at the national level in consultation with Country Director and relevant logistics staff and in accordance with GOAL policies and processes. * Learn and apply all donor rules to ensure that GOAL procurement and other logistics activities are complaint, liaise with the Auditor on compliance issues (as appropriate). * Liaise with finance to ensure compliance and payment schedules. * Oversee tracking of all assets to ensure accurate record keeping of GOAL and donor assets. * Attend national level coordination meetings as GOAL representative as requested. * Liaise with GOAL field logistics staff as needed for procurement, contracts and Kiev staff movements. * Manage the Administrative Assistant and responsible for general running of the office /office management, including coordinate of office supplies and equipment (e.g. ensure stocks and checked and restocked restocking office supplies, organizing equipment repairs), managing the office paper filling system and communicating with landlord on office problems/repairs.   September 2014 — February 2015 (6 months)  **Supply Assistant / Office of the United Nations High Commissioner for Refugees (UNHCR)**  • Assists in and contributes to planning and management of all procurement and contractual aspects related to procurement of diverse services and commodities in accordance with the local legislation and UNHCR procedures.  • Participates in market comparative analysis, identifies potential Bidders and keeps the vendors’ database. Submits suppliers’ entry change forms as needed and required. Liaises with current and potential suppliers in regard to various issues: signing of POs, terms of payment and delivery of goods, services or works, warranty contracts and price schedules.  • Assists in preparation and distribution of Requests for Quotation (RFQ), Requests for Proposal (RFP) and Invitations for Bid (ITB). Obtains competitive quotations, proposals and bids from bidders and handles the relevant procurement process on all stages. Assists in preparation of other documents related to procurement procedures.  • Drafts contracts/agreements with vendors after careful and extensive preparatory work;  Performs of other related work as assigned;  • Provide support in logistics management;  • Liaise with Transport Agents, Warehouse Managers and Custom Agent  Issued 8 tenders, assist with custom clearance, coordination of warehouses of FOs.  March 2010 — September 2014 (4 years)  **Private Enterprise** — Educational institution  **Director and Professional Tutor of Russian Language Studies**  • Excellent leadership abilities concerning team initiatives. Direct and coordinate activities of employees engaged in teaching and supporting of office work. Manage staff, preparing work schedules and assigning specific duties. Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes. • Planning, organization and control of business activities. Establish and implement policies, goals, objectives, and procedures. • Supervision of stuff and accounting and spearing of work responsibilities. Review financial statements, activity reports, and other performance data to measure productivity and goal achievement for program improvement. • Business meetings with partners and customers, making contracts, paper work and commercial correspondence. • Regular interaction on payments with local authorities and banks. • Timely fulfillment of tax obligations and applicable payments to the state monitoring. • Tutoring of Russian language in class or private. I expanded the base of customers from one HYATT Regency Kiev to variety of hotels, embassies + diplomatic service and banks. I have ongoing contracts with Fairmont Grand Hotel Kiev, 1 plus 1 TV Broadcasting company, The Turkish Embassy in Ukraine, Turkish Airlines Inc., Swissport International Ltd., Microsoft Company, KPMG, PJSC «Kreditprombank»  January 2008 — February 2010 (2 years 2 months)  **Echo Eastern Europe** (Kiev, studyrussian.info/) — Educational institution  **Professional Tutor of Russian Language Studies**  • Tutoring of Russian language in class or private for students from different countries and at different levels. • Lecturing in cultural and historical subjects, including traditions of the Russian people. • Giving orientation and leading tours and excursions for students  Worked out my own methods of teaching Russian language. Writing techniques according to the level of expertise and interest of the student.  October 2007 — January 2009 (1 year 4 months)  **Capital Invest Group** (Kiev) — Construction, real estate, architecture /**Assistant to the CEO**  • Handled all aspects of administrative matters including preparing spreadsheets, creating correspondence, filing documents, working with confidential information, and performing data entry functions.  • Researched and resolved customer inquiries in a timely manner.  • Translated documents in Russian, Ukrainian, and English.  • Executed calendar coordination and meeting planning tasks.   Streamlined administrative processes and enhanced operational efficiency.  Bringing the entire workflow of the procedure in accordance with the standards. Able to simplify administrative procedures and improve efficiency. Establishment of the mechanism of work of all departments in the company. Clear and timely completion of tasks management.  January 2007 — September 2007 (9 months)  **Ukravtoleasing** (Kiev, /www.ukravto.ua/) — Automotive industry  **Finance & Credit Expert (Economist)**  Introduction and processing base of customers. Recording and analysis of the credit market. Calculation of the client's solvency. Participation in the development of banks' car lending program, issues for implementation of the program, the elimination of conflict and difficult situations. Training and monitoring of personnel working with the program. The successful implementation of the developed program for lending to customers in car show. Setting up a process of continuous operation without complications. Training of qualified personnel to work at the offices of company.  February 2001 — November 2006 (5 years 10 months)  **Yanser, LTD** (Kiev, yanser.com/) — Retail  **Accounting Assistant / Client Relations Manager / Accountant**  • Led financial management initiatives involving accounts receivable, accounts payable, and financial reporting.  • Ensured the accuracy and integrity of all financial information.  • Gained exposure to corporate taxes.  • Communicated with the tax authority and government agencies on a regular basis.   Obtaining a complete understanding of the process and study of accounting at the company. Taking into account many areas of accounting. Calculation of financial indicators. Reporting and knowledge of tax and legislative framework. Planning and organization of financial and accounting department.  August 1999 — December 2000 (1 year 5 months)  **Joint-stock Company Stateinvest of Ukraine (Kiev)** — State Organizations  **Assistant in the President’s Office**  • Comprehensive background in calendar management, meeting planning, records management, report generation, data entry, and customer service.  • Adept in handling administrative responsibilities including drafting correspondence, fielding customer inquiries, developing spreadsheets, and preparing various reports.   Acquired skills of work in a team and execute orders of the President of the company. Responsibility for the department Stationary & document control in the company. Delivery of documents to the archive in accordance with the laws of the liquidation of the company. Organization of and participation in the meetings of international and national level.  **Skills**  • Result-oriented Business Professional with extensive experience in diverse areas of leading, procurement, teaching, business administration, office management and accounting.  • Excellent leadership abilities concerning team initiatives.  • Skilled in increasing productivity levels as well as streamlining business processes.  • Experienced in language instruction, training, and lecturing. • Background in accounts receivable and accounts payable.  • Language fluency in Russian, good in Ukrainian and English.  • Technical proficiency in Microsoft Office and Oracle. |
| Education  2009 Moscow M.V. Lomonosov State University  Philology, Russian As a Foreign Language  2000 Kyiv State University of Technologies and Design  Engineering and Economy, Economics & Management  1997 Kyiv State Technical School of Light Industry  Economic, Business Accounting and Audit  **Languages**  Russian, Ukrainian, English |
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