


**Fatih Duru**

ForeignTrade/Purchasing/Logis.

 **Contact Information**

E-Mail : fatihduru@live.com
Address : Turkey - İzmir - Çiğli - Merkez
Cell Phone : 90 (506) 137 69 99
90 (530) 155 59 98
Personal Website : <https://tr.linkedin.com/in/fatihdr>

 **Personal Information**

Total experience : 5 Years
Employment status : Not working
Educational Status : University (Graduate)
Marital Status : Single
Nationality : Republic of Turkey
Military Status : Completed (19.07.2015)
Date of Birth : 08.07.1988
Place of birth : Turkey - Kırıkkale
Driver's license : B (2006)

 **Summary**

Good knowledge for P2P and TCO procedures
Strong negotiation skills
Good oral and written communication skills in English,
Good knowledge of MS Office,
4 years of experience in purchasing activities,
Basic knowledge in legal aspects and contracts of purchasing,
Result oriented, good communication skills, curiosity, good team player,
Market knowledge (spend categories, products and suppliers),
Talented in problem solving and office system design
Self motivated, proactive & hardworking
Work well under pressure as part of a team
Responsible, efficient, and flexible
Well-groomed appearance
Polite, respectful, and courteous manners
Ability to listen and anticipate.
Ability to work in a fast-paced, intense environment smoothly
Ability to elicit confidence and build rapport
Fully aware of all Health & safety legislation relating to office work.
Good IT skills Word, Excel, Email and Internet.

Accept and adhere to the need for strict confidentiality.

Non - Smoker

Job Experience

Job Experience

Purchasing and Import Expert

Turkwind Enerji Teknolojileri A.Ş.

09.2013-10.2017 (4 years, 1 month) İzmir - Turkey Full-Time

During completing turn-key Wind Power Plants and Solar Power Plants projects and according administration work, purchase all required technical/ administrative /service. (Logistic services, Long -term Rental car agreements, Long term Travel agency agreement, rotational purchasing.)

Improved international trade experience is build-up due to the components which needs to be purchased from abroad .Additionally to purchasing experience I had import and logistic skills because of this trade. I have gained ethical rules that require a place in the global market, the advice I get from my managers, the experience I have gained in my professional life, and the character of my business associations.

- 1.Ensure competent quality execution of all regular purchasing duties and administrative works.
2. Maintain complete updated purchasing records/data and pricing in the system.
4. Schedule store visits and conduct competitor survey.
5. Execution and monitoring of all regular purchasing duties.
6. Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
7. Assist in managing and following up overseas orders.
8. Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts.
9. Support relevant departments with quotations for the purpose of tenders.
10. Coordinate with suppliers to ensure on-time delivery.
11. Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
13. Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
14. Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
15. Purchase and issue order in accordance to specification.

16. Plan and manage inventory levels of materials or products.
17. Source for new parts, suppliers or sub-contractors when the need arises.
18. During purchase status complete all import process work with coordinate custom advisers..

Project Development Staff

Turkwind Enerji Teknolojileri A.Ş.

12.2012-09.2013 (9 months) İzmir - Turkey Full-Time

- Assist in the product development process from concept through introduction under the direction of the Director of Marketing and Innovation.
- Work closely with internal cross-functional teams to assist in the development of new project assignments
- Assist in identifying consumer and customer trends.
- Utilize market research to help identify and test new products.
- Assist in preparation of new system launches including development of sales samples
- Work with the sales team as needed to identify customer opportunities.
- Execute other activities as established by supervisor

Concierge

Swissotel Grand Efes İzmir

06.2012-12.2012 (6 months) Freelance

- 1) Assist guest with luggage /baggage.
- 2) Answer bell stand phone within required time frame.
- 3) Deliver items required by the guest.
- 4) Complete all required by the guest.
- 5) Complete all required checklist per shift (e.g daily checklist , valet list, check out log, etc)
- 6) Ensure timely delivery /retrieval of all luggage, packages ,etc. either checked or left at bell stand.
- 7) Supply Directions and information regarding:
 - a. unit property , staff and services, including hours of operations
 - b. the immediate and metro area
 - c. guest room location, views, amenities, feature, type, etc.
- 8) Arrange and store luggage carts safely. Extreme care and proper loading habits for protection of guest property should be taken when carts are in use.
- 9) Maintain post by hotel reader board and in front of bell desk when not assisting a guest in the absence of a door attendant , perform duties of that position as well , including monitoring the main entrance.
- 10) Each Associate is expected to carry out, within the capabilities, all reasonable requests by management.

Ride Operator

Six Flags The Great Escape

04.2010-09.2010 (5 months) NY - USA Periodical // Project Based

For Wok & Travel

- Ensure that all patrons are safely seated and safety belts and bars are secure before starting the ride.
- Collects tickets and cash from patrons and balance them at the end of the day.
- Follow device maintenance and safety procedures all the time.
- Provide excellent services and ensure customer satisfaction.

Monitor and report unsafe conditions to Manager promptly.

Respond to emergency situations effectively and report any collisions and accidents to Manager in a timely manner.

Education Information

University (Bachelor's Degree)	Gaziosmanpasa University - (Formal Education)	3.1/4
09.2008-10.2012	Economy and Management Faculty, Tourism Management (<i>Turkish</i>)	
	4th year of education, had exchange program with Poland PWSZ Universty. Erasmus(English)	
High School	Konak Nevvar Salih İşgören Anadolu	85 / 100
06.2006	Hotel Management and Tourism	

Foreign language

	Reading	Writing	Speech
Turkish	Advanced	Advanced	Advanced
English	Good	Good	Advanced

Native Language

Turkish

Competencies

Computer Skills	MS PROJECT MANAGEMENT
	MS OFFICE PACKAGE SOFTWARES (EXCEL, WORD, PP, OUTLOOK, ACCESS)
	NETSIS PURCHASING MODULE
	INLOOX PROJECT MANAGEMENT
	OPEN MINDED FOR NEW SOFTWARES

Certificate Information

Bilişim - ** Diğer - PMI (Project Management Professional)

İstanbul Institute - 02.2016

Yıldız Technical University PROJECT MANAGEMENT INSTITUTE Certificate Number :A0875072976

Seminars and Courses

INTERNATIONAL TRADE

GLOBAL KARIYER - 01.12.2015-01.02.2016(60 Hours)

Here are some common concepts to be found in international trade courses:

Practices and procedures

Services

Trade

Finance

Law

Marketing

Management

Analysis

Skills

Yetenek

Seviye

Analitik Düşünürüm Kriz
Yönetiminde Hızlı Ve Etkili
Çözümler Bulabiliyorum.Risk
Almak Gerektiğinde Korkmam.

★★★★★

Analitik Düşünme Ve Sorun
Çözücü Kararlar Üretme
Yeteneği.

★★★★★

- Takım Halinde Uyumlu
Çalışabilme (Koro, Spor
Takımları, Bilimsel Çalışma
Grupları)

★★★★★

• Hizmet Ve İdari Satın Alma Ve
Tedarikçi Firma İlişkileri,
Şartnamelerin, Tekliflerin Ve
Sözleşmelerin Hazırlanması,
Yenilenmesi Ve Takibi, Tedarikçi
Hizmetlerinin Denetim Ve
Kontrolü

★★★★★

Additional Information

Hobbies : EXPLORE NATUREL LIFE HIKING CAMPING OFF ROAD DRIVE

Memberships : TUSAYDER

Smoking : Non-smoker

References

Will be given if requested Will be given if requested

CEO

E-Mail : info@turkwind.com.tr

CV Last Updated : 27.10.2017