

MARTYNA MARON

CONTACT



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CV109HZ



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CORE QUALIFICATIONS

- Negotiating skills
- Ability to work under pressure and multitasking
- Good knowledge of IT systems and the MS Office Suite
- Stress resistance
- Independent decision-making
- Quick adaptation to new environments
- Good communicational skills
- Customs clearance knowledge, imports/exports
- Driving License and a car

• Cat C and CPC

LANGUAGES

Polish: First Language

English:

C1

Advanced

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Looking to go back into transport and logistics after a short 5 month break.

EXPERIENCE

March 2023 - Current

Sales Advisor *Arleigh*, Nuneaton, Warwickshire

- Actively listened to customers to fully understand requests and address concerns.
- Adapted sales approach based on customer needs.
- Transformed product queries into sales.
- Advised customers regarding deliveries, contacted with courier companies

January 2022 - February 2023

Freight Forwarder *MPAH Przemyslaw Felczak*, Prabuty, Pomeranian Voivodeship, Poland

- Managing a fleet of 7 tautliner trucks across Europe
- Searching and negotiating terms of loads on haulage transport platforms such as Timocom and Amazon
- Organising customs clearance procedures and transport documents
- Considering and planning the most effective routes for freight
- 24/7 monitoring of trucks and resolving issues immediately
- Reporting back to clients about the progress of transport
- Organising truck services, making sure MOT and insurance is up to date

March 2021 - October 2021

Freight Forwarder *Transport Solutions Logistics Andrzej Dobrowolski*, Kwidzyn, Pomeranian Voivodeship, Poland

- Managing a fleet of 13 tautliner trucks across Europe
- Invoicing and financial reports
- Searching and negotiating terms of loads on haulage transport platforms such as Timocom, Haulage Exchange
- Preparing customs clearance documents and contacting directly with customs agents
- Recruiting and hiring employees, as well as managing employment contracts, insurances etc.
- 24/7 monitoring of trucks and resolving issues immediately

November 2020 - March 2021

Transport Administrator *Coffee Promotion*, Kwidzyn, Poland

- Received and logged inbound deliveries, accurately reporting and documenting shipment details.
- Built positive relationships with hauliers and suppliers to enhance smooth-running business logistics.
- Provided day-to-day administrative support to logistics teams, enabling improved office efficiency.
- Recorded and stored delivery documentation, maintaining detailed back catalogues of logistics activity.

October 2018 - October 2020

Logistics Administrator *JSD Polska*, Kwidzyn, Poland

- Received and logged inbound deliveries, accurately reporting and documenting shipment details.
- Communicated with transportation companies to assess and resolve possible delivery restrictions.
- Investigated delivery issues and damages thoroughly, documenting outcomes to enable swift resolution.
- Verified accuracy and completion of shipping documentation and necessary certifications, preparing ahead of despatch deadlines.
- Complied with legal, health and safety and import and export regulations.

EDUCATION

2015

GCSEs

St Mary's High School & Sixth Form, Cheshunt

September 2015 - May 2017

NVQ Level 3 Travel and Tourism

Waltham Forest College, Walthamstow, Waltham Forest