

Pierre-Adam MUYA
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Objet: *Position Import-Export Assistant* *J-1 Visa candidate*

TRAINING AND GRADUATIONS

- 2017-2018 CCI&CAUX Import-Export Assistant Training Period. Lillebonne, France (Import-Export Operational management, Incoterms, Trade Negotiation, Claim handling International transport)
- 2013-2016 **BTS Commerce International (2018) - ESUP**, Paris, France
(*Import-Export Operational management; Commercial Intelligence and study; commercial, Marketing research and customer followed-up*)
- 2011- 2012 **Bac professionnel Commerce (2012)**
- **Lycée Saint Ursule**, Caen, France
(*Marketing, Commercial Management*)

PROFESIONAL EXPERIENCES

- Jan 2020 **Epicurean Food & Beverages**, Import & Sales Coordinator, Atlanta GA
- PO (Purchasing Order) input into computing system
 - T transport organization to customers
 - Process and confirmation of invoices to customers
 - Containers importation from France to the American soil (New Jersey, California, Massachusetts)
 - Litigation management (container on FDA hold / inventory discrepancies at warehouse)
 - Supply chain management of beverages into warehouses
 - Customer service management
 - Administrative document management, (BOL, booking confirmation, Pro forma Invoice, Inbound, Packing list)
- Mars 2018-
Sept 2019 **MSC Le Havre**, Export Assistant, France
- Booking request Processing (Merchant and Carrier Haulage)
 - Price research for pre-carriage T transport
 - Supervision of custom clearance when requested by costumers
 - Booking confirmation Mailing
 - Customer advice for shipment
 - Appointment setting for pre-carriage of merchandise
 - Supervision of vessel closing
 - Input of vessels departure into computing system
 - Custom, nature, weight of merchandise checking
- Jun - Sept 2014 **Internship.uk**, Assistant Marketing, England
- Part of a market study
 - Publication of article in the Marketing department
 - Preparing of article for the attention prospect
 - Part of the management and CRM tool development

SKILLS

Incoterms knowledge / Strong analytical and problem-solving abilities / Ability to multitask / Exceptional attention to detail / Bilingual (French and English speaker)

HOBBIES

Sport, Literature, Music, Traveling