

Personal Information

Name - Surname

SEDA ERMAN

Adress

Zühtü Paşa Mah. Ömer Efendi Sok. Neşe Apt. No:15,
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Birth Date

26.05.1987



Work Experience

05.09.2022-Günümüz

İstanbul Bilgi Üniversitesi – Aşçılık Bölümü Öğretim Görevlisi

05.

Company : Agrumi Turizm ve Tic. Lt

Title : Sous Chef

2. 2020 – 30.06.2021

Company : Mehmet Çekirge

Title : AR-GE Chef

08.2021 – 2022

Company : Nerua Guggenheim Bilbao

Title : chef de partie

5.05.2019–
30.10..2019

MSA - The Culinary Arts Academy

Advanced Professional Culinary Arts

03.

: Social Media Managment - youtube & instagram

2018-2019

2019-Günümüz

Company : Mondelēz International (FMCG)

Title :

03. 2017-01.2019

Job Desc. : Local Procurement Representative

All sourcing activities in BU (Marketing and Sales, Information Technologies, Human Resources, Business Services) as one contact.
Assist the Regional Spend Areas with strategic planning and the execution of sourcing practices.
Responsible for regional productivity projects that ensure delivery against agreed financial targets.
Propose sourcing solutions that streamline and optimize buying processes in line with overall sourcing strategies.
Coordinate operational interfacing and interactions.
Manage supplier relationships
Diffuse and ensure the respect of the Procurement procedures and Policies for all departments
Act as first escalation point for local business users or Master Shoppers related issues and drive resolution in line with regional and global Procurement policies.
Coordinate contract implementation tasks .
Coordinate and leading in the execution of the contract implementation plan.
Promote the use of global or regional contracts.
Manage delivery of margin, innovation, cash flow and other deliverables for the assigned Spend Area.
Coordinate delivery of assigned Regional and global KPIs.

Company : **Mondelēz International** (FMCG)

Title : Import Lead

Job Desc. **In addition to the last position :**

+ Sourcing and making contracts with service suppliers. Managing their performance and verifying with reports/datas.

+ Working on productivity on whole related area.

+ Working on ways to shorten the terms of transportation and customs procedures for daily inventory on hand (DIOH) by developing strategies.

+Following-up regulations for import and exports operations, ensuring compliance with Turkish regulations.

+Cooperation and support in audit activities (external & internal)

+Being a part of global & individual projects:

Prior.; Automatic Import Payments Project, managed by me (*Awarded Project*)

Charger Project (allocating coffee category from Mondelēz and consulting Jacobs Douwe Egberts TR in period)- leading on behalf of Foreign Trade Dept. (*Managing my back-up during project- nine months.*)

(*Prize of Recognition for continuous commitment and contribution to Project Charger from Global Management Team*)

Catalyst Project (Mondelēz Catalyst Program is the largest SAP project in Kraft Foods / Mondelēz)

Company : **Mondelēz International** (FMCG)

Title : Import Specialist

Job Desc. : Managing import process for Raw and Pack Materials, Finished Goods, Machines (included production facilities) and Spare Parts.
Searching and developing sourcing strategies for transportation and customs agencies, contributes for global & regional transportation bids.
Managing tenders and carry out all call of process with suppliers all around the world. (West&East&Central Europe, USA, Kanada, ME, Asia...)
Managing material status in lined with the production plan and trials.
Arranging whole foreign trade payments.
Monthly Productivity Reports for all KPIs.

01.2014 - 01.2017

01.2013 - 01.2014

03.2011 – 05.2012

Company : **SEMAK Machine and Trade Ltd.**
Title : Procurement and Foreign Trade Specialist
Job Desc. Coordinated all purchasing activities to supply products on time
Negotiations with suppliers
Managing procurement budget and creating buying strategies together with department manager
Managing and securing all statuses for machines (agreements, logistics, customs)

Company : **Istanbul Chamber of Commerce (July 2008)**

Title : Department of Commerce (Internship)

Job Desc. Informing the corporations about the development of markets, communicating with the managers of the companies about union meetings.

Company : **Istanbul Chamber of Commerce (Jan. 2008)**

Title : Business Committees Manager Assistant (Internship)

Job Desc. Arranging committee meetings, recording and distributing the reports, organizing conferences, joining the problem solving teams and making ideas, participating in R&D operations.

School	The Culinary Arts Academy
Program	Advanced Professional Culinary Arts 2018-2019
Internship	Nerua Guggenheim Bilbao – 5 Months
School	Dokuz Eylul University – Izmir
Title of qualification awarded	Public Administration
Dates	2005-2010
Title of qualification awarded	Law, Economics, Politics, Administration, Statistics, Finance, Accounting
Level in national or international classification	Graduate
School	Oxford House College – London
	English Course
Dates	June-Aug. 2007
Title of qualification awarded	General English, Speaking
Level in national or international classification	C1
School	OBEM Education Center – Izmir
	Spanish Course
Dates	April 2009 – May 2010
Title of qualification awarded	General Spanish, Speaking
Level in national or international classification	A1
School	Bilge Adam
Title of qualification awarded	SAP Academy Materials Management -MM and Sales & Distribution -SD
Dates	Oct.2010- Mar. 2011

Level in national or international classification Jr. Consultant

School **Bilge Adam**

Title of qualification awarded Excel, Access

Dates May 2011

Level in national or international classification Advance

Foreign Languages and Computer Skills

Mother tongue(s) **Turkish**

Other language(s)

Self-assessment

European level (*)

English

Spanish

	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
English	C1 UPPER- INTERMEDIATE	C1 UPPER- INTERMEDIATE	C1 UPPER- INTERMEDIATE	C1 UPPER- INTERMEDIATE	C1 UPPER- INTERMEDIATE
Spanish	A1 BEGINNER	A1 BEGINNER	A1 BEGINNER	A1 BEGINNER	A1 BEGINNER

(*) Common European Framework of Reference (CEF) level

Memberships and Partnerships

Participates YASED (International Investors Association) meetings and represents the company in sector.
Memberships of National Food Codex Commission of Ministry of Agriculture.
-Full member of Cocoa Products and Chocolate Committee and Food Additives Committee.

Organizational and Social Skills and Competences

Leadership – I was head of the Communication and Organization Department of Career Planning Community (KPT). Assigning the members for meetings and conferences, organizing meeting with the companies in order to create internship and job opportunities for university students. Meeting the consultancy companies and banks in order to arrange conferences in universities. Communicating with the international student collectives.

Presentation skills – Presenting the KPT's plans and projects to the professionals in corporations. KPI and project presenting to managers in company, monthly productivity and audit presentations.

Team work – AIESEC- Organizational and Business Development. TEGEV- Education Dept. Member of Latin dance clubs and giving lessons, lots of performances during the spring festivals and some celebrations.

Social activities - Participated some clubs like theatre, music and dance , aid organizations(TEV-LÖSEV). I was a licensed volleyball player and swimmer.

Personal interests- making oil paints and collections, drawing, horse riding , kite surfing and swimming

Trainings , Seminars and Workshops

ISO-Quality Management , ISO-Documentation, Accounting&Taxation (KPMG Consultant), Inward Processing Regime, Loyalties and Licence (PWC- PricewaterhouseCoopers) , Information Security, Investment Incentives, Supply Chain Management, Regulatory Affairs (VENTUR Consultant)...

EGEUS Consultant- Effective Speaking and Body Language

EGEUS Consultant- Leadership and Business Acumen

AIESEC- Project Management -Marketing

PDA Consultant- Corporate Development

Gastronomika -San Sebastian

Gastromasa- Member of Organization Team 2019

<i>Computer skills and competences</i>	SAP MM-SD Microsoft Office (Word, Excel, Powerpoint, Access, Outlook) Adobe Photoshop,
<i>Driving licence(s)</i>	B
<i>References</i>	*Reference available on request

