

IVAN BUDIMIR



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SUMMARY

- **Bilingual Buyer and Import/Export specialist offering a multidisciplinary approach in purchasing and delivering materials for Construction, Oil & Gas, Defense and other industries worldwide. Wide experience, with both negotiating and organizing excellence, manifested through major defense contracts worldwide and the overall purchase of more than €30 million in procuring project material for significant Energy projects in Russian Federation. Strong engineering background and analytical thinking potentiate the problem-solving ability and organizing excellence. More than eager to offer and expand knowledge with skilled company professionals.**

WORK EXPERIENCE

- **Export Specialist (July 2019 – today) at “Agencija ALAN” LLC (Zagreb, Croatia)**
 - Ensuring implementation of export procedures, including preparation and obtaining of all necessary documentation (export licenses, special military equipment certificates, Ministry of Defense permissions, End User Certificates, Invoices and other), from Quotations and Technical specifications of goods, negotiating, preparing Contracts to actual takeovers with clients
 - Cooperating with producers and MoD in developing new products
 - Cooperation with MoD on selling surpluses and old equipment
 - Cooperating with producers to ensure all legislative and technical requirements are met
- **Import Specialist (January 2019 – July 2019) at “Agencija ALAN” LLC (Zagreb, Croatia)**
 - Ensuring implementation of import procedures: preparing and obtaining of all necessary documentation (temporary exporting licenses, import licenses, Invoices, cargo insurances, takeover forms and other), organization of transport, takeover of goods for military equipment of Croatian Armed Forces and Ministry of Defense
- **Deputy Head of General Construction Materials Sector (August 2016 to June 2017) at "Velesstroy" LLC (Moscow, RF)**
 - Specialized in procuring perimeter fences, all isolating materials, reinforced concrete materials and anchor bolts for every Company project (more than 20), providing engineering support in procuring, handing day to day and monthly reports, preparing tenders for high – value purchases, documentation for participation in tenders for new projects, organizing the division of work between five co – workers
 - Main Projects: "Yamal LNG Terminal" (Commissioners: TechnipFMC, Vinci S.A.), "Kingisepp Ammonia Plant" (Commissioner: Maire Tecnimont), "Baltic Pipeline System 1 and 2" (Commissioner: Transneft), "The Messoyakha Project" (Commissioner: Gazprom Neft)
- **Purchasing Specialist (April 2014 to August 2016) at "Velesstroy" LLC (Moscow, RF)**
 - Purchasing of project materials through extensive negotiation with the suppliers to achieve demanded material quality at the best price possible, organizing delivery, market search and analysis to expanded the suppliers base, concluding agreements, renegotiating project points with the investors, preparing tenders for high – value purchases, handling and controlling all the documentation in the above – mentioned processes
 - Controlling 6 – 8 construction sites and supervising 12 – 15 people across the entire RF, organizing logistics by road, plane, train and ships
 - Projects: “Eastern Siberia – Pacific Ocean” (ESPO), “Eastern Siberia – Pacific Ocean - 2” (ESPO – 2), “Skovorodino – PRC border“, “Purpe – Samotlor“, “Linear production and dispatching station Krotovka“ (Commissioner of all projects: Transneft)

ACHIEVEMENTS IN “Agencija ALAN” LLC

- Through communication, precise work, own initiation for gaining new projects earned respect, gained trust and got promoted to Export department after only 6 months

ACHIEVEMENTS IN “VELESSTROY” LLC

- Through hard work and performing duties on-time, achieved respect from my superiors and position of Deputy Head,
- Gained respect from my suppliers through credible work and operational problem solving,
- Through quality negotiations and excellent supplier relationships, saved substantial company funds on an annual basis

LANGUAGE SKILLS

- English language (fluent)
- Russian language (fluent)
- Dutch language (basic)
- Croatian language (native)

EDUCATION

- **2011-2013 - Faculty of Mining, Geology, and Petroleum Engineering (Zagreb, Croatia)**
 - Achieved master's degree in Petroleum Engineering (GPA 4,15 out of 5)
- **2008-2011 - Faculty of Mining, Geology, and Petroleum Engineering (Zagreb, Croatia)**
 - Achieved bachelor's degree in Petroleum Engineering

COMPUTER SKILLS

- **MS Office:**
 - Word, Power Point, Outlook
 - Excel (designing and maintaining sheets for tracking ordered, produced, shipped and delivered materials; spreadsheets for internal company tenders, spreadsheets for public and international tenders; monthly reports on ordered and delivered materials and in various other reports, and other)
- **1C Enterprise 8.0** – ERP system (Russian ERP software)
- Basic knowledge: Photoshop, AutoCAD, Nitro PDF editor
- **SAP** – "SAP01E" online course (SAP as a Cloud Company, SAP System Navigation, System-Wide Concepts, Logistics, Financials, HCM, Analytics and Strategic Planning and SAP Services)

ADDITIONAL TRAINING AND COURSES

- ICC Incoterms 2020. Certificate
- Certificate for Public Procurement in Croatia (and EU)
- **Lynda.com online courses** – Managing Project Budgets, Managing Project Procurement, Managing Project Schedules, Project Management Foundations, Project Management Foundations: Procurement

PERSONAL SKILLS

- Very responsible, excellent interpersonal skills, thrive on challenges, persuasive, determined, problem solver, organized, punctual, fast learner
- Teamwork, commitment, diligence

OTHER

- **Organizations**
 - Deputy Head of student organization 'Udruga Sretno' (Zagreb) – lead and organized student café for one year, participated in organizing of 2 Organization banquets for more than 200 people
- **Driver's license**
 - Category B vehicle (11 years of experience, without violations)