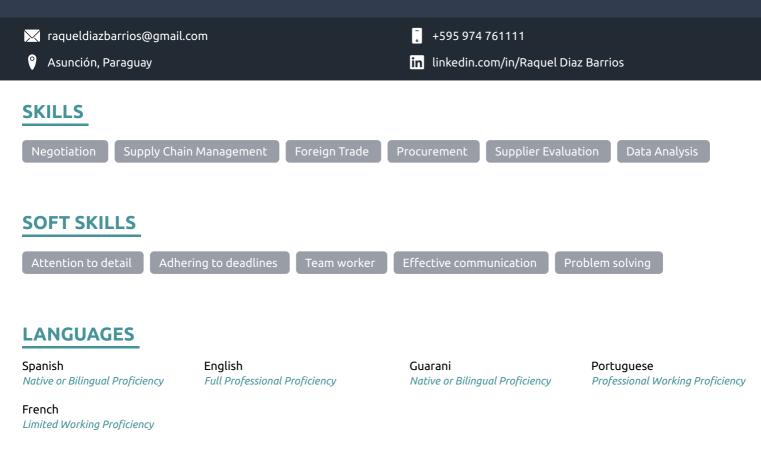
Raquel Díaz

Foreign Trade and Business Professional

I am a passionate businesswoman with 10 years of experience in Foreign Trade and Business. My greatest strength is negotiation: I am resourceful and consistently achieve company goals. Additionally, I easily adapt to new environments, with a "survival" strategy of continuous learning and improvement. I was the top graduate in my class of 2016 and participated in "Work and Travel USA 2015-2016" and "Work and Study Ireland 2022-2023." Trust me, I can do it!





EDUCATION

Bachelor of Foreign Trade and Business

Columbia University of Paraguay

08/2011 - 08/2016

Asunción, Paraguay, GPA 4.0

Asunción, Paraguay

WORK EXPERIENCE

Procurement and Import Manager Serimax SRL

06/2021 - 08/2022 Importer of products for sublimation Tasks/Achievements

- Organized supply chain management to prevent stock shortages and maintained the accuracy of the SAP Business One system.
- Managed staff with a focus on supplier development and negotiation with international suppliers.
- Conducted data analysis for import planning and tracked local and international purchases.
- Provided support to departments including accounting, treasury, logistics, marketing, sales, and management.

Contact : Daniel Escobar - +595 991 851 709

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WORK EXPERIENCE

Procurement and Import Manager

Construtex S.A. 06/2020 - 05/2021

Company dedicated to road marking Tasks/Achievements

- Collaborated with technicians and civil engineers to execute numerous projects for the Paraguayan state.
- Ensured all materials met the specifications outlined in the agreements.
- Contributed to the successful implementation of the SAP system in the purchasing and import module.
- Developed new suppliers and optimized processes in the purchasing department.

Contact : Marco Nostre - +595 993 263 048

Administrative and Import Manager

Fresh and Frozen S.A. (Gein Group)

08/2018 - 04/2020 Importer and distributor of fresh and frozen food Tasks

- Managed financial and human resources efficiently to maximize profits while fulfilling company obligations.
- Supervised an import assistant and an operations assistant.
- Collaborated with various departments including commercial, collections, treasury, marketing, logistics, and the board.
- Oversaw imports and general administrative operations, made purchasing decisions under the JUST IN TIME methodology, prepared cash flow reports, and participated in business conferences to develop new supplier relationships.

Contact : Alberto Peroni - +595 981 407 877

Foreign Trade Responsible

El Imperio S.A. (Gein Group) 02/2018 - 07/2018 Importer and distributor of premium quality food Tasks/Achievements

- Completed paperwork and secured necessary licenses for importing food products, leading to promotion to Manager.
- Conducted purchasing analysis for new products and stock replacement, negotiated, managed import costing, opened letters of credit, and resolved associated problems.

Contact : Alberto Peroni - +595 981 407 877

Procurement Analyst Blue Tower Ventures S.A.

05/2017 - 12/2017 Shopping Mall Tasks/Achievements

- Collaborated with the maintenance department to procure necessary items for building upkeep.
- Managed hiring of temporary and outsourced labor for maintenance purposes.

Contact : Silvio Rios - +595 21 659 4000

Import Assistant Datalab S.A.

06/2016 - 04/2017 IT, Networking, Technology Company

- Tasks
- Monitored imports and exports, managed costing of imported merchandise, and oversaw customs procedures.
- Handled administrative tasks, negotiated with suppliers and freight service companies, and prepared pro forma costs for potential purchases evaluation.

Asunción, Paraguay

Asunción, Paraguay

Asunción, Paraguay

Asunción, Paraguay

Asunción, Paraguay

WORK EXPERIENCE

Import Assistant NGO S.A.E.C.A.

09/2014 - 10/2015 Importer of electrical appliances Tasks and Achievements

Asunción, Paraguay

Initially managed imports for MERCOSUR products; promoted to manage imports from China after six months.

 Negotiated with suppliers, analyzed stock, shipped purchase orders, opened letters of credit, managed bank transfers, wrote reports, tracked imports in detail, and resolved problems effectively.

Import Assistant Servimex S.A.C.I.

02/2013 - 08/2014

International Moving Company

Asunción Paraguay

Tasks

• Monitored imports thoroughly, negotiated freight prices, provided telephone support in both English and Spanish, facilitated translations, managed order processing, prepared forms, controlled the board's agenda, and wrote reports effectively.