



Tetiana Khomiak

Export/Import Documentation Specialist, Document/Administrative Coordinator

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Education

Master degree
Ukraine, Kyiv

Employment

Export/Import Documentation Specialist, Document Controller May 2022 – Present

Sandy Paws, an international pet relocation company based in UAE, Member of IPATA, ATA & Calogi, Slovenia, Ljubljana

- Submitting export and import permits with supportive required documents at the Ministry web portal
- Preparing and managing shipment-related documents
- Preparing import and export documentation for both outgoing and incoming shipments to ensure accuracy and compliance
- Cross-verifying documents at all stages of the process
- Maintaining customer-related document flow:
- Obtaining, uploading, and updating required documents on Company's file storage
- Ensuring proper storage
- Running Excel reports of ongoing export/import shipments and providing updates to team members
- Following up on changes in regulations, procedures, and documentation requirements of exporting/importing countries
- Tracking and reporting the status of all shipments to ensure smooth transactions
- Providing customer support in navigating documentation requirements, following up on providing all required documents
- Resolving customer issues in a timely and effective manner
- Collaborating with the team to ensure efficient and timely shipment processing
- Participating in team meetings to discuss process improvement and address any issues or concerns
- Communicating with international agents to ensure smooth collaboration and shipment processing

Volunteer activity Jul 2019 – Feb 2022
UAE, Abu Dhabi

- Coordinating the fostering and veterinary care of rescued cats, including liaising with local veterinarian clinics and managing the collection of donations for covering vet bills
- Managing the adoption process for rescued cats, including communicating with potential adopters from outside of the country and ensuring that all necessary paperwork and requirements are met.

Personal details

Place of birth
Ukraine, Kyiv

Nationality
Ukrainian

Skills

Strong organizational and time management skills

Ability to work under pressure and prioritize tasks effectively

Ability to handle multiple tasks simultaneously

Strong attention to detail

Ability to work independently and in a team environment

Experience working in a fast-paced environment

Proficient in Microsoft Office and other relevant software applications

Languages

English

Ukrainian

- Organizing a group of rescuers in arranging air shipments from the UAE to the UK and EU, including guiding in requirements for pet documents and coordinating with pet relocater services
- Scheduling and coordinating cats for shipment, ensuring that all necessary paperwork and documentation are in order
- Arranging for pet taxis to transport cats to their final destination in the UK
- Liaising with pet relocater services to ensure that all cats are transported safely and in compliance with relevant regulations
- Maintaining accurate records of all rescued cats, including medical history, adoption status, and relocation details

Receptionist and Personal Trainer

Sep 2018 – Jun 2019

One-to-one sports management (fitness service in the government sector), UAE, Abu Dhabi

- Coordinating work of cleaner staff
- Preparing, keying in, editing and proofreading correspondence, brochures
- Preparing different reports for management
- Ordering gym and reception supplies and maintaining inventory
- Answering telephone and electronic inquiries
- Setting up and maintaining manual and computerized information filing systems
- Greeting visitors
- Maintaining customers' profiles
- Providing personal training sessions and group classes
- Demonstrating exercises and routines to clients
- Goal setting and monitoring achievements with clients
- Assisting members with body analyses
- Advising members nutrition plan
- Assisting clients in exercises to minimize injury and promote fitness
- Monitoring clients' progress
- Providing information or resources on general fitness and health issues
- Providing emergency first aid if necessary

EMS Personal Trainer

Sep 2017 – Mar 2018

Personal 20, UAE, Abu Dhabi

- Coordinating work of cleaner staff
- Preparing different reports for management
- Maintaining customers' profiles
- Selling products as well as training packages
- Administering the payments made by the members
- Creating EMS and conventional fitness programs for the clients
- Completing coaching sessions
- Tracking all sessions in the Front Desk system
- Providing personal training sessions using EMS devices (electro-muscle stimulation) at the highest standards
- Controlling and monitoring EMS and conventional fitness program(s) for each client
- Goal setting and monitoring achievements with clients
- Assisting members with body analyses (In Body)
- Advising members nutrition plan
- Participating in special events, challenges, and monthly community workouts
- Assisting management with communication between management and clientele

Russian

Learning Slovenian

SUMMARY

■ As a hard-working and responsible individual with experience in various fields, I am seeking opportunities to learn from top professionals and apply my knowledge and skills in a practical setting in. With a background in Export/Import operations, HR and administrative assistance, I am well-equipped to handle different tasks. Additionally, I am passionate about fitness and prioritize maintaining a healthy lifestyle. Ready to grow and adjust according to the format of the company.

- Assisting in management of the EMS studio

Fitness Trainer

Mar 2017 – May 2017

Fitness First Middle East, UAE, Abu Dhabi

- Assisting members with the safe use of training equipment and correct exercise technique
- Designing personal training programs
- Conducting personal training and group functional classes on the gym floor
- Assisting members with body analyses
- Advising members nutrition plan
- Updating PT System and ROTA on a daily basis
- Ensuring the safety of all members and clients
- Promoting all fitness programs

HR-officer

Mar 2013 – Sep 2016

Ecotextile, Ukraine, Zhytomyr

- Maintaining HR document flow
- Arranging correspondence (reception, registration, transferring to the addresses)
- Maintaining timesheet
- Drafting job description
- Maintaining military service registration documents
- Consulting employees about Labour regulations
- Organizing obtaining New Year's gifts for employees' children and health resort vouchers for employees, compulsory social insurance certificate
- Receiving and transferring incoming calls
- Arranging the signing of documents
- Preparing different reports for State organizations
- Coordinating mailing information for staff

HR/Administrative Coordinator

Jul 2011 – Feb 2013

Vaillant Group Ukraine, German company that develops products for heating, cooling and hot water, Ukraine, Kyiv

- Maintaining HR document flow by arranging employees' hiring, dismissal, and transfer according to the Code of Laws on Labour, arranging work incapacity certificates, calculating pensionable service length, arranging leaves and leave schedules, keeping employee data cards, filling and keeping a record of employment books, calculating , Labour experience, maintaining a personal database of employees, and maintaining HR department archive
- Arranging correspondence by reception, registration, and transferring to the addresses
- Organizing obtaining salary cards, maintaining time sheets, and drafting job descriptions and regulations
- Managing document signing, arranging meetings, organizing foreign delegations' reception, arranging business trips, and preparing different reports to state organizations and top management
- Providing office life's work by ordering stationary, household supplies, food products, coordinating courier's, cleaner's, and driver's work, organizing and maintaining administrative documents flow, coordinating mailing information for staff, and

translating texts – Russian, Ukrainian, English

- Assisting the General Director and providing consultations to employees about Labour regulations
- Organizing obtaining New Year's gifts for employees' children and health resort vouchers for employees and compulsory social insurance certificates.
- Arranging medical insurance for employees

**HR Assistant/ Personal Assistant the
Board of Directors**

May 2010 – Jul 2011

Leater, large system integrator in AV- technologies sphere, Ukraine,
Kyiv

- Arranging employees' hiring, dismissal, and transfer according to the Code of Laws on Labour
- Managing leaves and creating schedules for positions and salaries
- Maintaining a personal database of employees
- Providing consulting to employees about Labour regulations
- Assisting the Board of Directors
- Managing document signing
- Receiving and transferring incoming calls
- Arranging correspondence (reception, registration, transferring to the addresses)
- Arranging all meetings held by the Board of Directors and protocoling
- Arranging business trips (booking hotels, tickets, visa support)
- Providing office life's work (ordering stationary, household supplies, food products, coordinating secretaries, courier's and cleaner's work, editions subscription)
- Arranging corporate trainings and events
- Working with the internal corporate website
- Preparing business cards for employees (editing in CorelDRAW)
- Searching and structuring information
- Translating/interpreting in Russian, Ukrainian, and English

Administrative Coordinator

Sep 2007 – Mar 2010

Kruk, company-supplier of gambling equipment, Ukraine, Kyiv

- Coordinating Directors' working schedules
- Business corresponding, preparing letters, and requests
- Managing document flow;
- Arranging meetings and protocoling, arranging business trips
- Translating/interpreting – Russian, Ukrainian, English
- Arranging correspondence flow
- Participating in marketing events in Ukraine and Europe (exhibitions, conferences)