Dayra Sharinet Alzamora Muñoz

IMPORT ANALYST – COMEX MANAGEMENT – BUSINESS ADMINISTRATION

(+51) 984469538
dayra.alzamora@gmail.com
https://www.linkedin.com/in/dayra-alzamora/
Lima, Peru.

I have been working for 4 years in the field of international trade and import mainly from China where I have a large portfolio of suppliers and factories in different areas such as automotive, machinery, textile, home accessories, among others. I have overseen much of the supply chain from supplier search, freight and insurance quote, customs documentation review, customs payments and final delivery to customer.

EXPERIENCE

Acabados Mi Idea / FRATELLI PERU - Import Assistant. - January 2022 - Present
In charge of managing the customs processes, documentary revision from invoice, packing list, certificates of origin, search of suppliers in China, negotiation, search and contracts of ships, tariff payments for departure of origin, reception and final delivery of containers, improvement in the logistic processes and update of computer uses related to the logistics and storage.
Tools used: Starsoft, CobusGroup, Google workspace, Microsoft Office.

Misas Repuestos del Hogar. C.A. - Import Analyst- January 2020 - November 2021
Search of suppliers in China, negotiation, search and contracts of ships and tariff payment for departure of origin, reception and revision of documentation, final delivery of containers of more than 30,000 pieces.
Tools used: Galac, Veritrade, Google workspace, Microsoft Office.

Freelance - Import Analyst. - January 2018 - December 2019
Service offered for companies, entrepreneurs and individuals to search for suppliers in China and USA, purchase management and home delivery. Among the services offered are LPG/GNV equipment for automotive system, import of textiles, medical equipment such as medical oxygen regulators, kitchen equipment among other items.
Tools used: Galac, Veritrade, Pankjiva, Google workspace, Microsoft Office. Hellium10

SKILLS

Software skills: Advanced Microsoft Office package, Advanced Google workspace, Intermediate Power BI, Intermediate Starsoft, Supplier search software such as: Veritrade, Cobus Group, Pankjiva, Hellium10.
Soft skills: Negotiation, problem solving skills, good time management, networking skills.
Languages: Advanced English. Native Spanish, basic Mandarin Chinese.

EDUCATION

Andrés Bello Catholic University - Puerto Ordaz, Bolívar
Business Administrator, November 2021
National School of Customs - ERCA- Lima, Peru
Diploma in Foreign Trade and Customs, September 2021.