



TEOMAN KAYHAN
LOGISTICS COORDINATOR ->
LOOKING FOR A LONG TERM
INTERNSHIP / OPEN
TO INTERNSHIPS IN IMPORT &
EXPORT / TRANSPORT &
SUPPLY CHAIN

REACH ME

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 72000 LE MANS
 FRANCE
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 teoman.kayhan0@gmail.com
 Date of birth : 11/07/94
 French & Turkish National
 Clean driving license
 International Mobility

EDUCATION

MBA MANAGEMENT OF
INTERNATIONAL TRADE
SEP 2016 - OCT 2018
 Le Mans-Laval University
 Le Mans - FRANCE

BACHELOR DEGREE IN
IMPORTS & EXPORT
SEP 2014 - OCT 2015
 Picardy Jules Verne
 University
 Amiens - FRANCE

TWO YEAR POST A' LEVEL
IN INTERNATIONAL TRADE
SEP 2012 - SEP 2014
 Marguerite Yourcenar High
 School
 Le Mans - FRANCE

QUALITIES

- Excellent communication with passion to negotiate and networking skills
- Successful working in a team environment as well as by my own
- The ability to work under pressure, multi-task and on different key projects
- The ability to follow instructions and deliver quality results

AREAS OF EXPERTISE

Manage import & export orders, Import / Export & Customs paperworks, Contact with Suppliers/Customers to solve disputes, Make quotations and analyse suggested prices, Check responsibilities according to incoterms, Following payments (documentary credit and letter of credit), Supply chain

PROFESSIONAL EXPERIENCE

 <https://www.linkedin.com/in/teoman-kayhan-00871511a/>



VALEO SERVICE PARIS | EXPORT ASSISTANT
 PARIS, FR | MAY 2018 - SEP 2018 - 4,5 MONTHS INTERNSHIP

- Manage my customers' needs from the quotation to the delivery within their warehouses (Americas, Europe, Asia, Africa, Oceania),
- Manage supply chain, send instructions to prepare pallets, billing
- Organize transport and establish customs documents
- Deal with customer complaints & specific inquiries



DHL EXPRESS DUBAI | KEY ACCOUNTS ADVISOR (AIR FREIGHT)
 DUBAI, UAE | MAR 2017 - AUG 2017 - 6 MONTHS INTERNSHIP

- Managing air shipments (Americas, Europe, Asia, Africa, Oceania)
- Informing customers on shipment status, exceptions and providing solution on incidents by phone and daily reports
- Dealing with customer inquiries and solving their complaints
- Sectors covered : Foods, Textile, Pharmaceuticals, Oil & Gas, Automotive.



BOLLORÉ TRANSPORT & LOGISTICS PARIS | AIR FREIGHT COORDINATOR
 PARIS, FR | APR 2016 - AUG 2016 - 5 MONTHS FULL-TIME POSITION

- Managing air shipments by checking all export and customs documents (Commercial Invoices, Packing Lists, Health and Origin Certificates, Customs Declaration (EX A, CO A, T2L...), EUR 1, CITES, Dangerous goods...)
- Freight Invoices, Contacting airline companies, Establishing AWB / HAWB
- Contacting customers for instructions and disputes
- Organizing deliveries from Bolloré warehouses to customer countries
- Sectors covered : Foods, Textile, Pharmaceuticals, Oil & Gas, Automotive.



DAFF LOGISTICS TURKEY | FREIGHT COORDINATOR (AIR, SEA, ROAD, RAIL)
 IZMIR, TR | APR 2015 - JUL 2015 - 4 MONTHS INTERNSHIP

- Managing air, sea, road and rail shipments by checking all export/import, customs documents, Freight Invoice, Contacting airline, sea, road and rail companies (Americas, Europe, Asia, Africa, Oceania)
- Establishing AWB, HAWB, Bill of Lading (B/L), CMR and CMI
- Sectors covered : Foods, Textile, Pharmaceuticals, Oil & Gas, Automotive.



BOUTTÉ NETHERLANDS | BUSINESS DEVELOPMENT MANAGER
 AMSTERDAM, NL | NOV 2014 - MAR 2015 - 4 MONTHS PROJECT

- Canvassing companies specialized in garden / DIY products and private stores to sell watering items and fittings
- Doing Market study (Business France in Amsterdam),
- Negotiation, Following up customers and writing daily reports.



STEF FRANCE | ROAD FREIGHT COORDINATOR
 LE MANS, FR | JAN 2014 - JAN 2014 - 1 MONTH INTERNSHIP

- Managing road shipments by checking all export, import and customs documents, Freight Invoice (Europe, Asia, Africa, Americas, Oceania)
- Establishing Customer Requirements Forms
- Sectors covered : Foods, Textile, Pharmaceuticals, Cosmetics, Automotive.

LANGUAGES AND SKILLS

5 languages :
French & Turkish : Native languages

English and Spanish :
Full Professional Proficiency

Arabic : Learning process

References available upon request

Working knowledge :
Word, Excel, PowerPoint,
Outlook and Internet

Software : SAP, SAGE, Ciel,
SalesForce, Access, Mercure Web,
CSV, GEMA, NPTS, Ulucom and
Agrostar WMS

Traveller : 28 countries visited