

# Aleksandr Tsarev

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## Professional Summary

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Disciplined and hardworking professional with 10+ years of experience in supply chain and manufacturing management. Has effectively and enthusiastically led cross-functional teams of up to 45 people. Proven ability to manage complex logistics, optimize stock levels, negotiate prices and contracts, and streamline purchasing and delivery processes.

Willing to relocate: Anywhere

## Work Experience

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### Project Manager and Estimator

#### Tri-State Doors & Hardware

July 2025 to Present

- Process drawings and specifications in order to gather the necessary information for preparing price quotations.
- Coordinate with representatives of the general contractor/developer to clarify project implementation details.
- Place orders for doors, door frames, and hardware, as well as monitoring orders to ensure they are fulfilled completely.
- Visit client construction sites to take measurements, ensure proper placement, and perform quality inspections.
- Maintain minimum stock levels of doors, door frames, and hardware for the warehouse and production operations.

### Store and Purchasing Manager

#### Domino Supermarket

November 2024 to July 2025

- Replenished stocks at the most favorable prices once they reached the minimum allowable level.
- Assessed the liquidity of goods and revised the nomenclature matrix.
- Created systems to streamline the delivery of goods, reducing time spent within the store and made sure all deliveries were accurate.
- Responsible for maintaining acceptable product shelf-life/expiration periods.
- Maintained an up-to-date supplier price comparison table.

### Storekeeper and Warehouse Worker

#### Prestige Concept Group

April 2024 to November 2024

- Picked, packed, and shipped customer orders per pick tickets and schedules.
- Received inbound shipments; verified SKU, quantity, and quality against packing lists/BOLs; reported discrepancies
- Meticulously organized stock and performed product placement in assigned locations, rotating in line with FIFO methods.
- Used a forklift and manual/electric pallet jacks to move products out of reserve storage and into their assigned locations.
- Assisted with quarterly physical inventories (and periodic cycle counts).
- Maintained a clean, orderly, and safe warehouse environment

## **Purchasing Manager**

### **IPG MSK**

March 2022 to March 2024

- Oversaw a team of subordinates responsible for the distribution of goods to seven separate divisions of the company.
- Attracted new suppliers, conducted negotiations, held meetings, and worked to develop contracts.
- Expanded the assortment of goods and found comparable versions of products at lower costs to reduce spending.
- Removed low-liquidity products and redistributed goods to other divisions with higher demand.
- Managed and submitted supplier payment schedules.

## **Production Planning and Procurement Manager**

### **IPG MSK**

September 2018 to March 2022

- Assessed the production capacity of equipment and the need for production personnel on a 3-6-month horizon.
- Formed a production plan with a one-week horizon and keep it up to date.
- Delegated tasks during shift assignments.
- Placed purchase orders for raw materials and components for production.
- Provided the accounts receivable schedule.

## **Education**

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### **Economics, Accounting, and Statistics (Bachelor's degree)**

#### **Economics and Accounting (University Degree)**

Samara State University | Samara

September 2008 to June 2014

### **Upper secondary education**

## **Skills**

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Microsoft Excel | Leadership | Inventory data entry | Pallet jack | Transportation management | Procurement | Electric pallet jack | Quality control | Schedule management | Strategic partnerships | Microsoft Teams | Relationship management | Construction estimating | Writing skills | Interior design | Quality inspection | Typing | Business development | Acting | Statistics | Machining | Excel data analysis | Pricing | Manufacturing | ISO 9001 | Google Docs | Project management | Smartsheet | CRM software | Commercial building projects | Project reporting | Calendar management | Packing | Office management | Warehouse management system | Progress tracking (project management tasks) | Materials management | Clerical experience | SAP ERP | Forklift | Office experience | Procurement contract negotiation | Manufacturing management | Debits & credits | Warehouse operations | Productivity software | Blueprint reading | Account management | Mentoring | Supervising experience | Management | Windows | Production planning | Purchasing | Microsoft Outlook | Organizational skills | Math | Blueprint specification interpretation | Vendor relationship building | Estimation for commercial construction | Computer hardware | Supply planning in materials management | Logistics inventory management | Lean manufacturing | Supply chain management | Computer literacy | Operations management | Critical thinking | Computer operation | Request for quote | Order processing | Cost estimates | Multitasking | SAP Materials Management | Negotiation | English | Computer skills | Time management | ERP systems | Google Sheets | Product management

Inventory control Warehouse supervisor experience Order fulfillment management Attention to detail Merchandising Teaching Construction documentation Manufacturing company experience Salesforce Janitorial experience Production management Customer communication Inventory management MRP Supply chain Administrative experience Working on construction estimation projects Packaging Interpersonal skills Research Estimating construction project budgets Adobe Acrobat Interpersonal communication Production inventory management Vendor negotiation Microsoft PowerPoint Project coordination Produce delivery processes Microsoft Outlook Calendar stock optimization Excel formulas Client communication Production scheduling Project scheduling FIFO Quality control inspection Metal fabrication Lean scheduling Estimating software Microsoft Office Teamwork Supplier management Construction submittals Team management Customer support Logistics Warehouse management Resource planning methods Process improvement Construction schedule coordination Task prioritization Technical Proficiency Microsoft Word Analysis skills Communication skills

## Languages

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Bilingual  
Translation  
Russian  
English

## Certifications and Licenses

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**Class D**

**Driver's License**