



Miguel Boadas

BILINGUAL EXECUTIVE COMMUNICATOR.

CONTACT

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Panama City

INFORMATION

- Driver's license.
- Work Permit.
- Availability to work flexible hours.

MY PROFILE

-Bilingual Executive Communication student at the Technological University of Panama, with experience in warehouse management and purchasing assistance. Skills in negotiation with suppliers, optimization of warehouse design, receipt and registration of merchandise, preparation of purchase orders, cost analysis and verification of invoices.

EXPERIENCE

WAREHOUSE MANAGER AND PURCHASING ASSISTANT.

TECNO COOL S,A (July 2022 -September 2024)

- I negotiated better prices with suppliers, which generated a 10% savings for the company.
- I optimized the warehouse design, which allowed me to reduce order preparation times.
- Receipt, verification and records of merchandise.
- Warehouse maintenance and cleaning.
- Preparation of purchase orders.
- Cost analysis and search for savings opportunities.
- Verification of invoices and payments.

FORMATION

TECHNOLOGICAL UNIVERSITY OF PANAMA (2021 - CURRENTLY)

BACHELOR'S DEGREE IN BILINGUAL EXECUTIVE COMMUNICATION

SKILLS

- TEAMWORK.
- HANDLING OF COMPUTER TOOLS (SAGE 50, MICROSOFT OFFICE, ETC.).
- WAREHOUSE AND INVENTORY MANAGEMENT.
- CUSTOMER SERVICE.
- ABILITY TO NEGOTIATE AND DEAL WITH SUPPLIERS.
- ORGANIZATION AND PLANNING SKILLS.

IDIOMS

SPANISH	Native
ENGLISH	Advanced