

PROFILE

Cross-functional operator with experience in procurement, quotations, special orders, client and supplier coordination, logistics follow-up and finance controls. Brings a systems mindset to work with multiple dependencies and deadlines.

CORE STRENGTHS

- End-to-end operations coordination
- Procurement and supplier follow-up
- Quotations and B2B order support
- Logistics and delivery coordination
- Documentation and finance controls
- Process improvement

SYSTEMS

Excel / Google Sheets, Horizon, SAP, Hansa, custom ERP and digital purchasing / inventory workflow prototypes.

LANGUAGES

Latvian - native

English - advanced professional; degree completed in English

Russian - fluent

French - academic foundation

Mandarin Chinese - beginner

EDUCATION

University of Latvia | 2022-2026

Bachelor of Social Sciences in Economics - International Economics and Commercial Diplomacy (English-taught)

Admitted to the Master's programme in European Studies and Economic Diplomacy; matriculation pending.

EXPERIENCE

Commercial Operations Support

5Metri.lv | 2016 - present (periodic)

- Supported aluminium-profile quotations, procurement, special orders, supplier / client communication and delivery follow-up.
- Contributed to larger B2B projects where specification accuracy, timing, documentation and clear ownership were critical.

Accounting & Client Process Support

CBB Consultancy Bureau | Sep 2024 - Jul 2026

- Worked with client records, system routines, reconciliations, reporting and deadline control in a consultancy environment.
- Maintained structured follow-up across documents, systems and people while handling sensitive business information.

Founder & CEO

ALIREX SIA | Jan 2023 - present

- Built purchasing, inventory, invoicing, document-control and finance workflow prototypes based on real operating problems.

SELECTED EVIDENCE

- Practical operations experience spans quotations, procurement, finance records, system checks and multi-party follow-up.
- Uses software prototypes to make recurring hand-offs, records and controls easier to execute and audit.