



PERSONAL DATA

MIDORI ENDO

Date of birth: 11/Jun./1981

(Nagoya, JAPAN)

CONTACT DETAILS

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CURRENT ADDRESS

C/ Parque Erreniega 71, 5D

31180, Zizur Mayor (Navarra) Spain

LANGUAGES

Japanese: Mother Tongue

Spanish: Bilingual

English: High level - Negotiation

CAREER HISTORY

Siemens Gamesa Renewable Energy Eólica

Polígono Arazuri-Orcoyen Calle E, 2-4, 31170 Arazuri (Navarra) Spain



Jun. 2020 - Present: PROCUREMENT SPECIALIST

- MRP analysis.
- Order management in SAP.
- Supplier evaluation and follow-up.
- On time delivery follow-up.
- Close communication and collaboration with Customer Dept. and Purchasing Dept.

Oct. 2019 – Jun. 2020: CUSTOMER MANAGEMENT SPECIALIST

- Management of customers' orders and expeditions to customers in Egypt, Jordan, Israel, Mauritania, Mauritius, Kuwait, etc.



- Customer service
- Purchase orders and requisitions administration
- Inventories in wind farms and regulations

KYB STEERING SPAIN S.A.U.

Poligono Ipertegui II, Nave 12, 31160 Orcoyen (Navarra) Spain



Jan. 2018 – Sep.2019: Customer Service & Sales Administration (Production Control Dept.)

- Responsible of customer service reporting to Production Control Manager
- Management of customers' orders and expeditions to all customers of the company (Automotive Components Division & Hydraulic Components Division)
- General control and administration for HC business (Stock control, purchasing control, purchasing price control, customer service, sales price control, support for quality issues, translation of e-mails, documents, etc., support for sales activities, etc.)
- Quotation preparation
- Price modifications

Feb. 2015 – Jan. 2018: Sales & Marketing Administration (Sales Dept.)

- Business development activities in Europe for Hydraulic Components division reporting to Sales Director
- General sales administration of Automotive Components Division and Hydraulic Components Division
- Coordinate with Japan HQ office team
- Coordinate for business development in Europe market for Forklift, Agricultural machinery, Rolling stock equipment and Aircraft area.
- Stock control for Hydraulic Component trading business
- Customer Service
- Product purchasing
- Market research
- Benchmarking



- Member of Hydraulic Component Division strategic group
- Technical translation and interpretation. English – Japanese – Spanish
- Quotation process

Oct. 2012 – Feb. 2015: Customer Service (Production Control Dept.)

- Responsible of customer service reporting to Production Control Manager
- Management of customers' orders and expeditions to all customers of the company (Automotive Components Division)

Aug. 2007 – Sep. 2012: Accounting Technician (Financial & Accounting Dept.)

- Register and control of invoices, debit notes, credit notes, etc.
- Customer and supplier service (Domestic and international)
- Consignment control
- Intercompany reporting to HQ office in Japan
- Account receivables control



KYB Steering Spain S.A.

KYB CORPORATION. HQ Office, Tokyo, Japan.

Jun. 2005 – Jun. 2007: Business Planning Dept. (Automotive Components Division)

- Coordinate and work with all the foreign subsidiary offices and factories of Automotive Components Division.
- Control of Profit & Loss Statement of the division (intercompany): collection, follow up, calculation, analysis, etc.
- Coordinate for strategic meeting of the division.
- Coordinate and work with all the departments in the division.

EDUCATION

CURRICULUM VITAE

MIDORI ENDO



Apr. 2000 – Mar. 2005 : Kobe City University of Foreign Studies, Spanish Philology
(Kobe, Hyōgo)

OTHER TRAINING PROGRAMS:

- Customer service (09/11/2016) - 20 hrs
- Foreign trade (28/02/2013) - 48 hrs
- Advanced General Accounting (17/10/2011) - 60 hrs
- Economic Financial Management for Non-Expert (26/02/2011) - 25 hrs
- Advanced Excel for Financial Analysis (11/11/2009) - 20 hrs
- Planning and QCD Sheets (06/11/2009) - 10.5 hrs
- Accounting Closure Planning (04/11/2009) - 21 hrs
- Fiscal Management: Business Administration & VAT (28/05/2009) - 40 hrs
- Finance for Non-Financial (02/04/2009) - 25 hrs
- Accounting Management (13/03/2008) - 60 hrs
- Continuing Training ERP: Manufacturing-Pro (30/06/2008) - 128 hrs