

# AMINA DOSSAYEVA

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## PROFESSIONAL SUMMARY

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Global supply chain and product management specialist with 7+ years of expertise in production supervision, logistics, technology, and vendor management across the U.S., East Asia, Central Asia, and Europe. Led the digitization of trade documentation, improving operational efficiency for 1,000+ buyers and suppliers. Skilled in demand forecasting, inventory control, and supplier negotiations, with a track record of reducing costs and improving trade compliance.

## PROFESSIONAL EXPERIENCE

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### **Networks Synergy (Trade Documentation Software) – Remote**

#### *Product Management and Operations Lead*

04/2022 to Current

- Led a team in developing a digital trade documentation platform.
- Expanded platform adoption, increasing the number of active users to over 1,000 buyers, suppliers, customs entities, and shippers across the U.S., East Asia, Central Asia, and Eastern Europe.
- Mapped and optimized end-to-end trade processes, reducing processing times - achieving up to 23-day improvements for long-distance cargo shipments from the Far East to Europe - enhancing bill of lading issuance accuracy.
- Secured partnerships with Hapag-Lloyd, Maersk, and WEF clients, expanding the platform's reach to major industry players.

#### *Senior Supply Chain Analyst*

05/2019 to 04/2022

- Designed scalable supply chain workflows to improve trade efficiency (reached 150+ transactions daily).
- Identified 7% inefficiencies in trade processing times by gathering client feedback and analyzing workflow bottlenecks.
- Transformed manual procedures into fully digital processes that reduced document handling delays.
- Developed customized digital solutions to help companies automate invoicing, trade compliance, and customs clearance.

### **OSHEE Kazakhstan Sports Drinks – Kazakhstan (remote from NYC)**

#### *Procurement and Production Lead/Business Owner (part-time)*

04/2024 to Current

- Led procurement, inventory, and logistics for the import of Polish-manufactured OSHEE drinks into Central Asia, managing supply chain operations from production to distribution.
- Supervised freight handling and customs clearance.
- Implemented SQL-based inventory tracking, and optimized demand forecasting for 50,000+ bottles across regional warehouses.
- Negotiated contracts with over 30 logistics providers, warehouses, and distributors during a 6-month period.

### **Mentle Inc (Mobile Application Startup) – New York**

#### *Founder (part-time)*

01/2022 to 12/2023

- Led a cross-functional team of 10 to develop and launch AI-driven mobile applications aimed to combating depression, inspired by my own experience.
- Data-driven decision-making for optimized workflows and resource planning.
- Published two fully developed apps on the App Store and Google Play.
- Managed financial forecasting and cost analysis, reducing operational expenses.
- Utilized JIRA, Notion, and Excel to streamline task prioritization, budgeting, and reporting, ensuring agile execution.

### **Kazakhstan Engineering R&D| – Astana, Kazakhstan**

#### *Product Research Analyst*

09/2017 to 05/2019

- Conducted demand forecasting and market trend analysis, improving procurement decision-making for engineering projects.
- Optimized data collection methods, increasing survey completion rates by 21% for evaluation studies.
- Supported performance tracking using Excel-based analytics.

