AMINA DOSSAYEVA

New York, NY | 857.334.2140 | amina.dossayeva@gmail.com | LinkedIn | website

PROFESSIONAL SUMMARY

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

Networks Synergy (Trade Documentation Software) – Remote

Product Management and Operations Lead

- 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

- 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)

- 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 SOL-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)

- 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

- 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.

09/2017 to 05/2019

04/2024 to Current

05/2019 to 04/2022

04/2022 to Current

01/2022 to 12/2023

Summer Data Intern

- Organized large-scale Excel datasets to enhance performance tracking for company clients.
- Assisted in logistics process mapping, categorizing 10,000+ customer requests to improve operational response times.
- Contributed to a data-driven resource allocation project, which earned recognition through a Presidential Grant.

EDUCATION

Master of Arts: Economics Boston University - Boston, MA	09/2015 - 08/2016
 Bachelor of Arts: Mathematics and Economics Boston University - Boston, MA Member of Women in Math Student Organization 	09/2011 - 05/2015
Online Course: Supply Chain Management Specialization Rutgers University Via Coursera - Online	04/2024

SKILLS

Procurement & Vendor Management: Supplier sourcing, contract negotiations, cost analysis, and risk assessment. Vendor performance tracking and supplier relationship management

Logistics: Freight coordination, customs clearance supervision, and trade compliance. ERP systems (Oracle), SQL-based inventory tracking.

Operations & Process Optimization: Workflow automation and efficiency improvements in global supply chains.

Technical Proficiency: Advanced Excel (Pivot Tables, Data Analysis), SQL, Oracle, Microsoft Office Suite, Notion, Google Workspace, Asana, Jira.

Supply Chain Analytics: Demand forecasting, inventory optimization, and stock level management.

Trade Documentation & Compliance: Electronic bills of lading, invoicing, and SGS inspection reports. International trade regulations, Incoterms, and customs procedures

Cross-functional coordination across buyers, suppliers, and freight forwarders

LANGUAGES

ENGLISH	RUSSIAN
Native or Bilingual FRENCH	Native or Bilingual KAZAKH
Elementary	Professional Working

PROJECTS

• World Economic Forum (WEF) TechTrade Forum– Abu Dhabi 2024: Led company's selection and participation in one of the world's top trade forums, securing recognition for trade digitization innovations. Presented electronic bills of lading solutions to IBM, the World Customs Organization, and 100+ global buyers, demonstrating their impact on reducing trade inefficiencies and increasing supply chain transparency.