

Haris Porcic

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Education

MASTERS OF BUSINESS ADMINISTRATION | JUNE 2013-PRESENT | NORTHERN ILLINOIS UNIVERSITY

- Concentration in Executive Leadership

BACHELORS OF SCIENCE | DEC 2008 | ELMHURST COLLEGE

- Double Major: Economics & Business Administration

Skills & Abilities

- Expert in Microsoft Excel and Access
- Advanced proficiency in SAP and Oracle ERP
- Proficient in MySQL database and PHP programming language

Employment Experience

TRANSACTION CONTROL ANALYST | BP | SEPT 2012 - PRESENT

- Booked bulk/pipeline movements to SAP for multiple company business units in an efficient and accurate fashion
- Drove department's continuous improvement initiative by improving multiple current processes
- Created reports to improve team's impact on working capital and cash flow
- Reconciled inventory and invoice settlements with inventory and settlements departments
- Ensured accuracy of contracts and deals that oil and gas traders entered into the company's system
- Closely coordinated with an offshore team to resolve their outstanding issues

OPERATIONS MANAGER | NATIONAL EXPRESS TRANSPORT | AUG 2010 – SEPT 2012

- Secured transportation contracts with auto industry suppliers for Chrysler, GM, and Ford
- Created statistical data for new and existing customer contracts
- Ensured company's compliance of all federal and state DOT regulations
- Maintained and administered all safety and insurance procedures
- Created weekly transportation plans and dispatched drivers to ensure efficiency and on-time delivery
- Processed all delivery invoices and driver settlements
- Implemented a proprietary and web based dispatch and fleet management software and marketed it to outside transportation firms

STORE OPERATIONS SPECIALIST | HARLEM FURNITURE | JAN 2010 – AUG 2010

- Developed customer scheduling process and procedures
- Tested and implemented Oracle ERP software while working with outside consultants and programmers
- Streamlined inventory control between 23 stores and distribution center
- Reported directly to the company's Chief Operating Officer and Director of Store Operations
- Created standardized reporting for the company's inventory and backlogs using Oracle, Excel and Access
- Trained store and office managers on the company's new procedures

OFFICE MANAGER | HARLEM FURNITURE | APR 2006 – JAN 2010

- Processed payroll for 30 employees using ADP
- Prepared daily bank deposits of cash and checks
- Reconciled monthly bank statements
- Reconciled daily and monthly cash drawer reports
- Resolved customer billing discrepancies and disputes
- Analyzed past due reports, layaway reports and approval/turn down ratio reports
- Arranged payment plans for credit customers
- Processed refunds and returns for customers