



CARLOS CESAR COTERA CASTRO

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Electronics engineer with multidisciplinary experience in sales, logistics, production and administrative roles. Committed to continuous learning and efficient problem-solving. Seeking challenges that allow me to apply my versatility and expertise effectively

PROFESSIONAL EXPERIENCE

Sales representative at Karakeeb Outlet, Global Village, Dubai **10/2023 – 04/2024**

- Achieve and surpass sales goals, using effective sales techniques to increase sales and promote additional products
- Resolve problems effectively, such as returns or customer claims, ensuring customer satisfaction at all time
- Manage and maintain accurate and organized inventory, ensuring product availability to meet customer demand

Administrative Specialist at Memory Historical Center, Bogotá-Colombia **09/2022 - 10/2023**

- Ensured compliance of all company documentation and procedures with regulatory standards, including meticulous organization and maintenance of records, contracts, and other vital documents.
- Efficiently organized and coordinated company events, meetings, and conferences, managing logistics, scheduling, and material preparation.
- Actively contributed to the coordination and execution of company projects by fostering effective communication between departments, monitoring progress closely, and ensuring timely completion of tasks.

Logistics Manager at AI Digital , Barranquilla-Colombia **12/2018 - 08/2022**

- Coordinated production and logistics effectively, ensuring timely and efficient deliveries.
- Optimized production processes to meet quality standards and enhance operational efficiency.
- Managed inventory proactively to minimize costs and maintain optimal stock levels.
- Led the implementation of workplace safety practices, ensuring a safe and productive work environment.

Sales Order Coordinator at Electricos Energizar, Barranquilla-Colombia **10/2015- 11/2018**

- Processed and reviewed customer orders to ensure accuracy and completeness, coordinating with internal departments to facilitate timely fulfillment and delivery.
- Maintained communication with customers throughout the order lifecycle, providing updates on order status, resolving any discrepancies, and ensuring customer satisfaction.
- Collaborated with the sales and logistics teams to prioritize and schedule orders, managing inventory levels and ensuring adherence to delivery schedules.

Supply Chain Coordinator at Tecnigas Ltda, Barranquilla-Colombia **02/2010- 09/2015**

- Coordinated supply chain activities to ensure smooth flow of goods and materials.
- Monitored supplier performance and inventory levels to optimize stock management and reduce lead times.
- Collaborated with cross-functional teams to resolve bottlenecks and improve supply chain efficiency.

EDUCATION

Electronics Engineer • Politécnico de la Costa, Barranquilla-Colombia

SKILLS

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|------------------------|-------------------------------------|
| ▪ Project Management | ▪ Problem Solving |
| ▪ Inventory Control | ▪ Adaptability and Flexibility |
| ▪ Customer Orientation | ▪ Data Analysis and Decision Making |

PERSONAL DETAILS

Colombian