

# Tomasz Kowalski

Junior Export Coordinator

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International business graduate from Coventry University with practical experience in logistics and trade documentation. Completed a **year-long placement** at a Birmingham-based automotive parts exporter, processing **200+ shipments** to 15 countries. Fluent in Polish and English with working knowledge of export compliance and Incoterms.

## Experience

**Export Placement Student**, Rimstock Ltd, Birmingham

Sep 2023 – Aug 2024

Supported the export team at this alloy wheel manufacturer supplying OEMs across Europe and the Middle East.

- Processed export documentation for **200+ shipments** per year to 15 countries including Germany, Turkey, and UAE
- Prepared commercial invoices, packing lists, and certificates of origin for shipments valued up to **£180,000**
- Coordinated with **4 freight forwarders** to secure competitive rates, saving the company **£12,000** annually
- Maintained the export compliance database, ensuring **100% accuracy** on HMRC declarations

**Warehouse Operative (Part-time)**, Amazon Fulfilment Centre, Coventry

Jan 2022 – Aug 2023

Weekend shifts at the Coventry BHX4 fulfilment centre alongside university studies.

- Picked and packed an average of **120 items per shift** with a **99.2% accuracy rate**
- Trained on forklift operations after **3 months**, increasing team throughput by **8%**

## Education

**BSc (Hons) International Business in International Business**, Coventry University, Coventry

Sep 2021 – Jul 2025

2:1 (62%). Sandwich course with a year in industry. Modules included Global Supply Chain Management, International Trade Law, and Cross-Cultural Management.

## Skills

Export Documentation • Incoterms 2020 • HMRC Customs Declarations • Freight Coordination • SAP (Basic) • Microsoft Excel • Trade Compliance • Logistics Planning

## Certifications

**BIFA Introduction to Freight Forwarding**, British International Freight Association

Feb 2024

## Languages

English - Native • Polish - Native

## Extra Curricular Activity

**Coventry University Polish Society**

Sep 2021 – Jun 2025

President in final year. Organised **8 cultural events** and grew membership from **30 to 75 students**.