

Georg-Büchner-Str. 20
90987 Nürnberg
Tel.: 0950-98 76 543
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Mr. Werner Wagenknecht
Schnell & Gut Transport AG
Fahrlandstr. 33
80765 München

28 August 2003

Dear Mr Wagenknecht,

Thank you very much for the friendly and informative telephone conversation that we had yesterday. It made me all the more determined to apply for the position of a Logistics Centre Manager with your company. Therefore I send you my application papers.

I am 35 years old. I have a Master's degree in Business Administration and have also completed professional training in Wholesale and Foreign Trade. For many years I have been successfully working as Supply Chain Manager of Logistics Centre with Flex Trans, an internationally recognized haulage company. My responsibilities at Flex Trans include above all negotiating and making arrangements with client representatives in order to adjust our transportation schedules to their production run. Through this work I have been able to gain extensive practical experience in using most important SAP Planning programmes (SAP R/3, SAP APO Demand Planning und SAP Collaboration Planning). In addition my responsibilities also involve ensuring collection and delivery of goods on time what in its turn requires intensive communication with our partners and clients. This experience has given me increased opportunity to make good use of my fluent English. Moreover, being responsible for introducing new SAP planning software, I have managed to develop my teaching skills.

I offer a powerful combination of analytical and diagnostic skills. My ability to quickly understand and evaluate ongoing developments enables me to take quick and effective decisions. I am used to working under pressure and producing results to tight deadlines. My experience of successful managing a team of six people proves my leadership and organization abilities.

I am confident that the combination of my knowledge and experience would be a valuable asset to your company. I would appreciate the opportunity to discuss the advertised position in a personal interview with you in more detail.

Yours sincerely,

(Your handwritten signature)

Bernhard Beispiel

CURRICULUM VITAE

Bernhard Beispiel

Georg-Büchner-Str. 20
90987 Nürnberg
Tel.: 0950-98 76 543
Email: bernd.beispiel@web.de

Personal Details

Date of Birth: 21 March 1968
Marital Status: married

Place of Birth: Augsburg

Work Experience

Apr 99 - present

Flex Trans AG, Nuremberg

Logistics Centre
Supply Chain Manager

- coordinating goods flow in international freight traffic (motorway and railway sector) using SAP R/3, SAP APO Demand Planning und SAP Collaboration Planning
- ensuring scheduled collection and delivery of goods using SAP R/3
- planning transport routes and assigning tasks to company employees (up to 80 lorries and 45 container transporters weekly)
- negotiating and making arrangements with client representatives to coordinate transport schedules to their production run
- presenting progress reports to company management
- managing a team of six people

May 96 - Mar 99

Quelle GmbH & Co. KG, Fürth

Supply Chain Planner

- ensured availability of goods according to actual demand
- controlled supplies of goods and made necessary orders in compliance with current planning and incoming orders
- scheduled planned transport departures, directed transporters to appropriate loading ramps
- provided supply of goods

Higher Education

Jul 93 - Apr 96

University of Würzburg

Course of Studies: Business Administration
Degree Awarded: Diplom-Kaufmann - comparable to MBA
(Grade: A-)

Title of Degree Dissertation:
„Methods of Computer-aided Logistics Planning“

Oct 91 - Jun 93

University of Cologne

Course of Studies: Business Administration
Degree Awarded: Vordiploma - comparable to BCom

Training and Development

- Aug 01 - Dec 01 **Management Academy**, Nuremberg
Evening seminar on „Computer-aided Organization of Goods Flows in Non-Food-Sector using SAP Planning Programmes“
- Jul 98 **IHK Nuremberg**
Bloc seminar on „New Driving Time Compliance Regulations“

Internships

- Feb 94 - Apr 94 **Schenker Transport- und Logistikzentrum**, Aachen
Logistics Department
- designed route plans according to given instructions
 - distributed driving plans among drivers
 - prepared car and transport documents
- Jul 93 - Oct 93 **Spedition Alfons Meyer**, Ambach
Accountancy
- checked basic balance of payments
 - worked extensively with spreadsheets
 - data input and maintenance of databases for accounts receivable

Professional Training

- Sep 88 – Aug 91 **Metro AG**, NL Augsburg
Course of Studies: Wholesale and Foreign Trade
Qualification awarded: foreign trade and wholesale trader

Military Service

- Jul 87 – Jul 88 Radio operator at a radio unit in Bad Pyrmont

School Education

- Sep 84 – Jun 87 **Otto-Hahn-Gymnasium**, Augsburg
University Entrance Qualifications (Overall result - 1,8)
- Sep 78 - Aug 84 **Gesamtschule (Comprehensive School)** Augsburg
Intermediate High School Certificate
- Sep 74 - Jul 78 **St. Joseph Grundschule (Primary School)**, Augsburg

Additional Skills

Languages	English - fluent French - good
EDP	Operating systems: Windows 98/2000/NT/XP, Unix Office programmes: Word, Excel, Access, PowerPoint Planning programmes: SAP R/3, SAP APO Demand Planning, SAP Collaboration Planning, MS Project Programming languages: ABAP, Visual Basic Graphic tools: PhotoShop Internet, E-mail
Driving Licence	Full German driving licence

Voluntary Work

Mar 97 – present	Vice Chairman of volleyball association in Central Franconia
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Personal Interests

Sport:	Volleyball, jogging, skiing
Culture:	Theatre, modern dancing
Miscellaneous:	playing the guitar