# Nicola Greub


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## PROFILE

Logistics professional with several years of practical experience in goods receiving, goods flow, order picking and the operational coordination of logistics processes. Experienced in independently running a control desk, allocating staff and prioritising day-to-day operations. Confident in operating industrial trucks and forklifts, with a SUVA-recognised forklift certificate for categories R1 and R2. My IT qualification (Swiss Federal VET Diploma, EFZ) adds technical understanding and confidence in using ERP systems and digital tools.

## PROFESSIONAL EXPERIENCE

08/2026 - present

### Purchasing Administrator

Allpower AG training company, Lenzburg

- Maintaining and updating supplier product records in BusPro
- Entering and checking purchase orders in BusPro
- Checking invoices and preparing payments
- Preparing and analysing purchasing statistics
- Handling complaints and overdue deliveries, with follow-up through to resolution

09/2025 - 07/2026

### Active job search

01/2025 - 08/2025

### Freight Handling Office Administrator

Swiss Post Cargo CH AG, Dintikon

- Communicating with customers, customer service and internal departments
- Maintaining and cleansing ERP data to support reliable operational processes
- Preparing and analysing key performance indicators (KPIs) to assess freight handling performance
- Handling and documenting damage and loss cases
- Improving administrative processes in the freight handling office

07/2022 - 12/2024

### Logistics Operative

Swiss Post Cargo CH AG, Dintikon

- Independently running the operational control desk and managing day-to-day activities
- Allocating and coordinating staff according to operational priorities
- Prioritising and managing logistics processes to ensure a smooth flow of goods
- Deputising for the team leader in daily operations
- Operating industrial trucks and forklifts and safely carrying out internal goods transport

## PROFESSIONAL EXPERIENCE (CONTINUED)

01/2022 - 06/2022

### Military service - Signals Intelligence Operator

07/2021 - 01/2022

### Logistics Operative

Swiss Post Cargo CH AG, Dintikon

- Stock checks and goods receiving
- Recording and handling damaged shipments

01/2021 - 06/2021

### Military service - Signals Intelligence Operator

08/2020 - 12/2020

### Job search and temporary assignments

## EDUCATION & VOCATIONAL TRAINING

08/2016 - 07/2020

### IT Specialist - Swiss Federal VET Diploma (EFZ)

Specialisation: Systems Engineering
MVS Migros Verteilzentrum Suhr AG

- Networking
- Systems administration
- User support and first- and second-level support
- Contributing to the company-wide Microsoft 365 (Office 365) rollout, including hardware installation and replacement, inventory management and software installation

## IT SKILLS

**Advanced:** SAP (user level), Microsoft Office, eoscop

**Intermediate:** PowerShell, networking, Active Directory

**Basic:** SQL, HTML/CSS, VBScript

## CERTIFICATES

SUVA-recognised forklift certificate, categories R1 and R2

## LANGUAGES

German: native | English: fluent | French: basic