PERSONAL INFORMATION

JOSSÉ CARLOS FAJARDO ALVARADO

Sex Male | Date of birth 03/21/1997 | Nationality Guatemalan

PROFESSIONAL OBJECTIVES

JOB APPLIED FOR POSITION PREFERRED JOB PERSONAL STATEMENT

Work in Poland.
Logistics Position - Seeking a logistics role to leverage analytical thinking and operational expertise to streamline supply chain processes, reduce lead times, and enhance distribution efficiency while maintaining cost control and service excellence.

Production Position - Contribute to efficient manufacturing processes, maintain high-quality standards, and meet production targets. Eager to apply problem-solving skills and teamwork to improve workflow, productivity, and operational performance.

WORK EXPERIENCE

11/2022 – 02/2026

Senior Data Analyst.

Banco Industrial, Ciudad.

- Initiative achievement; Migration of supplier payments to 30 days credit, 100% reduction of operational load in warehousing and distribution.
- Change of reception, management, and billing registration to fully digital. Management of advance payment policies for all types of projects up to 30%. Improvement of current workflows in the operation system.
- Control, projection, distribution and loading of annual Budget. Data analysis and dashboards for supplier management, billing, and budgets.

11/2019 – 11 / 2022

Senior AR Analyst.

Red Chapina, Ciudad.

- Key Account Executive: responsible for our retailers all along the US, but specifically in charge of the states of NY, NJ and PA. Solving accounting matters, managing and supporting the accounts.
- Management of highly accurate and fully compatible accounts for the operation of Money transfers. Analysis and verification of patterns to validate credit increases, also assurance of prevention measures to detect signs of risk or fraud.
- Great customer tracking, retailers' management, and most importantly in business, customer relations. Bank reconciliation, accounts payable, reporting, and applications in the system.
- Best KPIs in the last 6 months.

Junior Administrador.

Fuerza Motriz Evolution, Ciudad.

08/2018 – 10 / 2019

- Personnel management and direction, in charge of delegating responsibilities and carrying out the daily movement on operations. Cash management and reporting. Employee overtime report.
- Coordination of spare parts for multiple jobs. Responsible for keeping the agenda and daily record as well as billing and collections.
- Imports and prices. Even vehicle repowering and computer reprogramming.

EDUCATION

MASTER IN BIG DATA AND ARTIFICIAL INTELLIGENCE

Panamerican
Business School
Ciudad
03/2024 – 10/2025

INDUSTRIAL ENGINEER

UNIVERSIDAD RAFAEL LANDIVAR

01/2015 – 12/2021.

DEGREE IN COMPUTING

LICEO BILINGÜE FRATER, Ciudad, 01/2013 – 09/2014.

TRAINING

2025 – POWER BI CERTIFICATE
Panamerican Business School.

2024 – SCRUM MASTER
Panamerican Business School.

PERSONAL SKILLS

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	Full Writing

Mother tongue(s): ESPAÑOL

OTHER LANGUAGE(S): ENGLISH

Levels: B2: Independent user - C1 Proficient user

Communication skills

- Effective team communication and coordination.
- Strong verbal and written communication.
- Active listening and problem-solving abilities.

Organisational / managerial skills

- Proven ability to manage operations efficiently through effective planning, team supervision, and problem-solving.
- Problem-Solving and Decision-Making.
- Great Leadership and Process Improvement.

Job-related skills	▪ Lean Manufacturing Principles and Quality control and assurance. ▪ Inventory Management and Warehouse operation. ▪ Supply Chain Coordination.
Computer Skills	▪ Advanced Excel & Power BI. ▪ Data analysis, reporting and dashboards. ▪ ERP and CRM Systems, VB, Macros & IA TOOLS, Machine Learning,