

Javier Rivera Vargas

Logistics Coordinator - Puerto Rico & The Caribbean at CRUBHER / INGERSOLL RAND

Guayanilla, PR

javyj@hotmail.com - 787-403-5948

Authorized to work in the US for any employer

WORK EXPERIENCE

Logistic Coordinator

CRUBHER / INGERSOLL RAND - Caguas, PR - November 2010 to Present

- Caguas, PR (November 2010 - October 2014)

SKILLS

Logistics Coordinator - Puerto Rico & The Caribbean

- Proficient in Microsoft Office

Suite (Word, Excel, - Logistics Coordinator for equipment and parts among Ingersoll Rand

Publisher, Power Point) Factory, Crubher Regional Coordinator and Clients

- Communication and - In charge of parts and equipment inventory for commercial/industrial air organizational skills

- Quality oriented compressors and ancillary equipment

- Prepare parts and consumables proposals for clients in coordination with

LANGUAGES Sales and Services Departments

- Spanish

- English

- Coordinate receiving/dispatch of parts and equipment to and from base warehouse

- Coordinate third party delivery services (UPS, FedEx, Magic Transport, USPS, YRC)

- Entry and follow up of orders within Ingersoll Rand network

Accountant

PRS ACCOUNTING SERVICES - Guayanilla, PR, US - 2010 to 2011

Provided support to Senior Accountant on managing clients and office

affairs. Responsibilities included: - Corporate and Individual Tax Return Applications

- Data Entry to Accounting Software (Peachtree, PR Soft)

- Document Control and Office Administration

Administrative Assistant

MANCON - Ponce, PR - 2006 to 2009

Provided support on the following areas: - Payroll

- Inventory

EDUCATION

Bachelor in Accounting

Interamerican University of PR - Ponce, PR

