

PERSONAL INFORMATION

Linnea Karlsson Sales

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Sex Female | Date of birth 06 August 1980 | Nationality Swedish

WORK EXPERIENCE

1 May 08–1 Mar 09

General Administrator in the Imports and Logistics department

Penta Shipping AB, Gothenburg (Sweden)

- Communication in English with all the agencies within China Ocean Shipping Company Group, Beijing, China (COSCO).
- Communication with ports, haulage companies, railway companies and feeder operators.
- Contact with customers about their incoming containers.
- Invoicing haulage, port fees etc.

2 May 07–31 Dec 07

Export and Logistic Administrator

Jenving Technologies AB (Supra Cables), Ljungskile (Sweden)

- Receiving Sales orders
- Proforma
- Invoicing
- supervising the production and stock balance
- Make reservation for Air and Sea transportation
- Arranging custom documents, AirWay Bill (AWB), Bill of lading (B/L), Shipping Advice etc.
- General office duties such as mail and telephone correspondence .

1 May 06–31 Dec 06

Customer Relations Agent

Västraffik AB, Uddevalla (Sweden)

- Selling and advising tickets and timetables at the Customer Service Center
- Handle customer complaints received by e-mail and telephone.

EDUCATION AND TRAINING

1 Jan 02–23 Dec 02

Internet Administration

KOMVUX, Skellefteå (Sweden)

- Web design
- Business on the internet
- Desktop Publishing
- Database
- Programming
- Accounting

EQF level 5

20 Aug 96–6 Jun 99

Buissnes and Administration

EQF level 4

Anderstorpsskolan, Skellefteå (Sweden)

General

- Math
- English
- Science
- Swedish
- Accounting
- Export & Import
- Marketing
- Organisation
- Leadership
- etc.

PERSONAL SKILLS

Mother tongue(s) Swedish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Portuguese	B2	B2	C1	C1	B2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

Good business communication skills gained through working in an international environment for several years such as Penta Shipping AB (Agent for China Container Lines) Export Administrator at Jenving Technologies (SUPRA Cables).

Computer skills

Good command of office suite softwares (Microsoft Word, Excel, Power Point, Publisher)
 Good command of photo editing software (Photoshop CS)

Driving licence B

Related document(s):