

Maria Luiza Dias

Industrial & Management Engineer

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PROFESSIONAL PROFILE

Industrial and Management Engineer with experience in procurement, supplier coordination and financial control across construction and project operations. Background in materials tracking, supplier payments, payroll and logistics research, supported by analytical skills in Excel and Python. Master's in Logistics.

PROFESSIONAL EXPERIENCE

Business Coordinator

Feb 2026 - Jul 2026

Legacy Overland | Porto

- Coordinated supplier follow-ups and cross-department activities to support ongoing projects and day-to-day operations.
- Maintained project documentation and internal process controls, providing administrative and operational support.
- Processed payroll accurately and on time; managed invoicing and financial records.

Procurement & Financial Analyst

Jul 2024 - Feb 2026

ACCIONA | Porto

- Managed supplier relationships and maintained supplier registrations, verifying documentation and references.
- Tracked material receipts at construction sites and monitored financial obligations to suppliers.
- Monitored truck operations and associated costs to support operational and financial control.

Logistics and R&D Intern

Mar 2024 - Jun 2024

Altronix | Porto

- Researched Warehouse Management Systems (WMS) and warehouse management practices to identify opportunities for logistics optimisation.
- Developed logistics data analysis skills through research and analysis of warehouse operations.

EDUCATION

Master's in Logistics

2025 - 2026

ISCAP - Instituto Superior de Contabilidade e Administração do Porto

Bachelor's in Industrial and Management Engineering

2021 - 2024

Universidade Portucalense

CORE AND TECHNICAL SKILLS

Operations: Procurement, supplier coordination, supply chain management, logistics operations, financial control

Tools and analysis: Excel, Python, data analysis, ERP, Warehouse Management Systems (WMS)

LANGUAGES

English (Professional) • Portuguese (Native) • Spanish (Intermediate)