

Administrative Worker / Accounting

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: 1 750 €	Cena: 2 100 € bez DPH	
Preferovaná pracovná pozícia	Preferovaná lokalita	
Pokladník	Slovenská republika	
Cestovné kancelárie	Írsko	
Business to Business	Švédsko	
Administratívny pracovník, referent	Zahraničie	
	Czech republic	

Jazyky

Slovensky - Expert (C2)
Poľsky - Stredne pokročilý (B2)
Anglicky - Stredne pokročilý (B2)
Španielsky - Úplný začiatočník (A1)
Turecky - Úplný začiatočník (A1)
Nemecky - Úplný začiatočník (A1)

Zručnosti

Podvojne účtovníctvo - Pokročilý, Strojopis - Pokročilý, SAP - Pokročilý, Microsoft Office - Pokročilý, Pokladňa - Pokročilý



Pracovné skúsenosti / Work experiences

09/2019 - present

Senior accountent / Accounting of supplier invoices in the system SAP

Zameranie spoločnosti:

Accounting and auditing activities, bookkeeping; tax advice

Senior accountent (09/2019 - present)

- » accounting of supplier invoices in the system SAP
- » preparation and control of payment data/proposal
- » billing manual payments
- » submitting proposals and participating in process optimization projects
- » providing training on individual processes
- » checking the mandatory information on invoice, order
- » communication with the suppliers and by the department of purchase in Polish
- » checking invoices, downloading reports and excel, working with Excel, checking the supplier's data in SAP

Accounting of supplier invoices in the system SAP (04/2017 - present)

- » accounting of supplier invoices in the system SAP.
- » checking the mandatory information on invoice, order
- » processing of returned invoices, cancellation invoices, checking open items
- » communication with the suppliers and by the department of purchase in Polish
- » controlling + master data checking invoices, downloading reports and excel, working with Excel, checking the supplier's data in SAP

03/2017 - 08/2018

Seller of travel services

Zameranie spoločnosti:

Travel services



» sale of tickets for train and bus connections	(national and international) and the sale of additional travel	services

- » professional communication with customers
- » work with the booking systems of the company
- » keeping cash in euro

10/2014 - 07/2016

Crew trainer

Zameranie spoločnosti:

Food industry

Vzdelanie / Education

2011 - 2014

Faculty of Philosophy

Archeology

2007 - 2011

Business Academy

Economy

10/2019 - 01/2020

Course: Spanish language

2017 - 2018

Course: English language

2010 - 2011



Course: **English language**