

## Administrative Worker / Accounting

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **1 750 €**

Cena: **2 100 € bez DPH**

### Preferovaná pracovná pozícia

Pokladník

Cestovné kancelárie

Business to Business

Administratívny pracovník, referent

### Preferovaná lokalita

Slovenská republika

Írsko

Švédsko

Zahraníčie

Czech republic

### Jazyky

Slovensky - Expert (C2)

Poľsky - Stredne pokročilý (B2)

Anglicky - Stredne pokročilý (B2)

Nemecky - Úplný začiatočník (A1)

Španielsky - Úplný začiatočník (A1)

Turecky - Úplný začiatočník (A1)

### Zručnosti

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

## Pracovné skúsenosti / Work experiences

09/2019 - present

### **Senior accountant / Accounting of supplier invoices in the system SAP**

Zameranie spoločnosti:

*Accounting and auditing activities, bookkeeping; tax advice*

Senior accountant (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**