

## Disponent / Nákupca / Clerk / Purchaser

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **2 000 €**

Cena: **2 400 € bez DPH**

### Preferovaná pracovná pozícia

Disponent

Nákupca

### Preferovaná lokalita

Bratislavský kraj

### Jazyky

Slovensky - Expert (C2)

Nemecky - Pokročilý (C1)

Anglicky - Stredne pokročilý (B2)

### Zručnosti

Fakturácia - Expert, Strojopis - Pokročilý, Microsoft Excel - Pokročilý, SAP - Expert

## Pracovné skúsenosti / Work experiences

01/2020 - present

### Office sales and dealer support

Zameranie spoločnosti:

*Distribution services*

- » processing new sales leads
- » managing the correspondence between the sales team and their clients
- » monitoring customer accounts
- » providing data and reports to help the sales team
- » keeping track of sales target

01/2017 - 01/2020

### Order processor

Zameranie spoločnosti:

*Air conditioning supplier*

- » evaluate all orders and ensure accuracy of all forms and inform management for all incomplete orders and verify all client information to deliver all products
- » determine all product requirements and prepare required paperwork, manage inventory and identify correct product and pack it for shipment
- » prepare all manifests and apply appropriate label to all boxes and ensure efficient transfer of all completed orders
- » evaluate all complete orders to maintain accurate and prepare documents for all inventory levels and place replenishment requests as required
- » inspect all stock items and discard all defective products and report any damages to supervisors and stock shelves for all products
- » monitor and receive all stock and maintain record of all inventory and enter all client information appropriately in computers
- » administer all correspondence with customers and checks for all order processes and maintain track of all shipping supplies
- » maintain warehouse and ensure cleanliness of same at all times, evaluate all orders to ensure to be error free and update data accordingly
- » manage all communication with team members and ensure compliance to timeframe and quality
- » greet all customers on telephone and up

03/2008 - 12/2013

## **SAP Specialist / AP Clerk / AP Specialist**

Zameranie spoločnosti:

*Data processing, providing server space on the Internet and related services*

### SAP Specialist

- » independent processing and control of the current accounting
- » execution of all booking incidents including customer and Accounts Payable
- » preparation of monthly and annual financial statements
- » general administrative tasks
- » reconciliations
- » intercompany-matching and assessment
- » tax investigation
- » intercompany accruals on the balance sheet and financial monitoring

### AP Clerk-Pillar Project

- » coordinating German Market
- » management and team management
- » guidance of the employees
- » escalation management
- » clarify complaint
- » monitoring of payment transactions
- » responsible for the bookkeeping and accounting, monthly and annual financial statements
- » configuration and steering of processes of change
- » planning and installation of reporting systems
- » sap support

### AP Specialist - Amprion Project

- » cost accounting and controlling
- » job aids
- » IT spock
- » investigates and resolves problems associated with processing of invoices and purchase orders
- » preparing monthly status reports, and monthly closings
- » reconciles various accounts by identifying errors in posting or omissions by applying appropriate accounting standards
- » receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons
- » files, maintains, and distributes accounting documents, records and reports

## Vzdelanie / Education

1998 - 2001

### **Secondary vocational school**

Marketing

2019

Course: **Self-management**

2019

Course: **Communication-Personality communication**

2018

Course: **Goods origin and customs preferences**