

Executive Asistant, Junior Auditor, Junior Financial Analyst, Office Manager, Cost Controller Junior

A graduate of the University of Management, with work experience as an executive assistant, office manager and theoretical teaching instructor at a driving school. The candidate has strong organizational and presentation skills, is detail-oriented with a high degree of acceptance of set rules and procedures. He has a positive attitude towards working with numbers, pricing, mutual economic relations. He speaks English at an advanced level.

Expected salary: **1 200 €**

Price: **1 440 € excluding VAT**

Preferred position

Back Office Specialist

Internal Auditor

Co-ordinator

Controller

Financial Analyst

Cost Accountant

Analýzy konkurencie

Head Assistant

Preferred locality

Okres Žilina

Trenčiansky kraj

Bratislava

Okres Trnava

Languages

English - Intermediate (B2)

Skills

Microsoft Excel - Advanced, Microsoft Word - Advanced

Work experiences

01/2022 - present

Instructor

Company focus:

Driving School

theoretical teaching according to the curriculum preparation of lectures, presentations practical teaching of driving simulators

04/2021 - present

Office Manager

Company focus:

Driving School

management of driving school instructors (8 instructors) planning of teaching activities and division of work representing the manager in his absence communication with ODI and responsibility for organizing final exams administration and management of the JISCD system in two driving schools opening courses, providing information to clients

04/2019-03/2021

Executive Assistant

Company focus:

Driving School

registration and client management communication with clients, provision of client information creating schedules calendar management updating the client database

Education

10/2019 - 06/2024

Management

09/2015 - 05/2019

Business Academy