

Administrative Worker

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **1 300 €**

Cena: **1 560 € bez DPH**

Preferovaná pracovná pozícia

Administratívny pracovník, referent

Preferovaná lokalita

Bratislavský kraj

Bratislava

Jazyky

Slovensky - Expert (C2)

Anglicky - Pokročilý (C1)

Rusky - Pokročilý (C1)

Nemecky - Mierne pokročilý (B1)

Zručnosti

SAP - Pokročilý, Microsoft Office - Pokročilý

Pracovné skúsenosti / Work experiences

10/2018 - present

Tour Manager / Teacher

Zameranie spoločnosti:

Services

- » representing travel agency
- » managing an itinerary
- » guiding visitors
- » interpreting the cultural and natural heritage of an area
- » teaching English
- » administrative activities

10/2019 - 06/2020

Accounts Receivables Specialist with Russian language

Zameranie spoločnosti:

Wholesale of china and glassware and cleaning materials

- » processing of incoming payments in SAP
- » administrative activities

03/2018 - 09/2018

Processing Agent with Russian language

Zameranie spoločnosti:

Other building installation

- » processing of incoming payments in SAP
- » administrative activities

05/2017 - 09/2017

Tourist Guide

Zameranie spoločnosti:

Ministry

- » giving information about the Slovak Republic
- » assisting Slovak directors

01/2008 - 01/2017

Financial Manager

Zameranie spoločnosti:

Agricultural

- » budgeting
- » financial forecasts
- » financial reports
- » financial clearance for State Aid
- » administrative activities

Vzdelanie / Education

2011 - 2016

University

English Language

2001 - 2006

University

Environmental Management and Regional Development

02/2018 - 04/2018

Course: **Tourist Guide, Testimonial**

10/2009 – 10/2009

Course: **Public Expenditure Management**

10/1998 – 06/1999

Course: **German Language**