

## Centrá zdieľaných služieb / SSC / Contract Amendment Specialist

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **1 100 €**

Cena: **1 320 € bez DPH**

### Preferovaná pracovná pozícia

Centrá zdieľaných služieb

Služby zákazníkom

### Preferovaná lokalita

Bratislava

### Jazyky

Slovensky - Expert (C2)

Anglicky - Pokročilý (C1)

Rusky - Stredne pokročilý (B2)

Maďarsky - Začiatočník (A2)

### Zručnosti

Hospodárska korešpondencia - Expert, Strojopis - Expert, Administrácia LAN/WAN - Základy, SAP - Pokročilý, Microsoft Office - Pokročilý

## Pracovné skúsenosti / Work experiences

02/2019 - 01/2020

### Contract Amendment Specialist / Negotiator

Zameranie spoločnosti:

*Business and management consultancy services*

- » coordination of end to end process of contract amendments with regards to contractual requirements and with focus on timely and professional execution
- » document management

09/2017 - 01/2019

### Master Data Specialist

Zameranie spoločnosti:

*Accounting and auditing activities, bookkeeping; tax advice*

- » enforce data quality management policies, carry-out checks on key data attributes to ensure data consistency, compliance, completeness and correctness

10/2015 - 08/2017

### Controlling Specialist

Zameranie spoločnosti:

*Wholesale of pharmaceutical goods*

- » supervise the preparation of monthly forecast and annual budget in the responsible accounting unit
- » coordination of the planning process
- » ensure that the necessary IT systems in place contain reliable data
- » reporting and data analysis of projected figures

03/2015 - 09/2015

### Controlling Specialist

Zameranie spoločnosti:

*Manufacture of electrical distribution and control apparatus*

- » Supervise the preparation of monthly forecast and annual budget in the responsible accounting unit
- » Ensure that the necessary IT systems in place reflect the planning logic and at the same time contain reliable data
- » Coordinate planning process and provide support to the parties involved
- » Reporting and data analysis of planned figures

08/2010 - 02/2015

### **Billing Operations Analyst / Project Implementation Manager**

Zameranie spoločnosti:

*Telecommunications*

Billing Operations Analyst (08/2013 - 02/2015)

- » provide administrative support to sales organization while dealing with internal as well as external partners with the goal to ensure timely and professional management of nonstandard billing requests

Project Implementation Manager (08/2010 - 02/2013)

- » accountable for implementation of WAN / LAN networks for customers worldwide
- » develop project time plans, coordinate project schedules and resources to meet contractual requirements as well as customer needs

11/2008 - 04/2010

### **Co-Marketing Administrator**

Zameranie spoločnosti:

*International Services Centre*

- » responsible for validation of the payment eligibility and on-time reimbursement of incentives

06/2006 - 09/2008

### **Concierge / Facility Coordinator**

Zameranie spoločnosti:

*Company deliver integrated facilities management services to clients*

- » dealing with client inquiries, investigating facility related issues and complaints, carry-out various tasks related to facility operations, space

planning

## Vzdelanie / Education

1999 - 2004

### **Faculty of Business Management**

EMP / Personnel Management

1994 - 1998

### **Secondary Electrotechnical School**

TIS / Management & Accounting & Information Technologies