

Curriculum Vitae

Education:

- 2005-2010: Selye University, Komárno, Slovakia
Specialization: **Management**
Study program: **Corporate governance**
- 1991-1995 High school of Busines and Services, Bratislava, Slovakia
Specialization: **General economy**

Employment history:

From May 2005 – to September 2011
SLOVNAFT a.s. , Slovakia (personal leasing of company Index Nosluš s.r.o)

Contact Centre Coordinator: Coaching newcomers, Telephone communication, cooperation with customers and with card system operators, Support of business departments and business representatives, Providing advice for service stations, Working with database (Oracle, SAP), Troubleshoot payments, Customer Assistance, Preparation of monthly statistics, Operation support, Managing virtual card centre, Telephone and email communication with trading partners, Management of administration agenda, Monitoring the payment system

From July 2005- to December 2010
Fm Group s.r.o., Slovakia

Distributor goods: Sale, Building a business network, Presentation of MLM System, simple accounting, Creating tax returns

February 2005 – to May 2005:
ČSOB Stavebná Sporiteľňa a.s., Slovakia

Bank clerk: Consulting and service activities, Selling products and services, Administrative activities associated with the proper operation of the branch, Complex documentation processing loan cases.

from July 2002 – to July 2003:
Capitol a.s., Slovakia

Financial consultant: Selling products Wiener Stadtische products, acquiring new customers, coaching new consultants, Organisational work

From September 1996 – to September 2004
Transacty a.s, Slovakia

Expert operator: Monitoring and operation of systems, processes and applications related to interactive processing, Transaction processing, work with internal database, Risk Monitoring, Providing services for banks, traders and clients, Software preparation of ATMs, POS terminals, Helpdesk for banking institutions, Telephone contact with customers

Special skills:

Languages:

English language – pre-intermediate (exam from business English – UJS Komárno)
Hungarian language – active (writing and speaking)
Slovak language - active (writing and speaking)
Czech language – active (writing and speaking)

PC:

MS Windows (user),
MS Office – Word, Excel, PowerPoint (intermediate),
Outlook (intermediate)
Internet (intermediate)
SAP
Arksys, Tandem, B24

Drivers licence – type B (cca. 200.000 km)

Free time activities:

Reading, English language (study), travelling, Internet, tourism

Characteristic:

I am ambitious and creative, I like to work in team but I can work alone. I am communicative, flexible, non- conflict with the sense of humour.