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MALÉ BŘEZNO 94, 434 01 MOST, CZECH REPUBLIC

WORK EXPERIENCE

FREELANCE TRANSLATOR, PROOFREADER, EN, GE, SK, PL -> CZ

[Current]

◦ My specialty is clothing, sport, food, technical datasheets, manuals, games, economics, finance, general texts, accounting, travel, tourism, accommodation, meals, economic reports, news, cosmetics, health, advertising, medical tools, manuals translations for e-shop: golf, mobile phones, animal feeds, law translation of documents, contracts, labels of cosmetics and food products, autopsy reports, birth certificates, visa applications, stipendium, marriage certificates, etc.

CONTROLLING [12/2012 – Current]

◦ Reporting the results of parent company Daimler AG, the management company's expenses, tracking, reporting and management cost centers, cooperation with audits (internal and external), making presentations, preparing price calculations, participation in inventories and accounting for inventory differences, communication with the bank and the statistical office, creation operational and strategic corporate financial planning, analysis resulting from deviations very close cooperation with the accounting department, sales department, logistics and other departments, receivables management, risk management, ad-hoc analyses, Cash - Flow, inventory optimization.

CONTROLLING

Greiner Packaging, Ltd. [03/2009 – 01/2012]

◦ Results reporting system Tagetik parent company (Austria), cost management companies, departmental accounting, cooperation with audits, participation in the so-called. Board meetings (meetings of senior management), making presentations, costing, inventory, communication with the bank, creation of corporate financial plans, variance analysis, close cooperation with the accounting department, sales department and other departments, management of receivables, treasury, member of the Group team fighting corruption.

- 05 - 09/2010 - Support for the parent company in Austria - the support group controlling (creation and presentation of the results of the entire group)

SALES COORDINATOR

Greiner Packaging, Ltd. [05/2007 – 03/2009]

- Daily communication with customers, suppliers and the parent company in Austria, entering orders into the system, production planning, daily communication with other departments (quality, production, logistics), cooperation in resolving claims, introduction of new projects, price calculations, billing, inventory optimization.

LOGISTIC AND BEFORE SERIAL LOGISTICIAN

Grammer CZ Ltd. [01/2005 – 04/2007]

- Daily communication with customers, suppliers and the parent company in Germany, entering orders into the system, production planning, daily communication with other departments (quality, production, logistics) cooperation in resolving claims, the introduction of new projects, creating price calculations, invoices, optimizing inventory

LOGISTIC

Schoeller Litvínov, LP [12/2003 – 12/2004]

- Daily communication with customers, suppliers, and the parent company in Germany, entering orders into the system, production planning, daily communication with other departments (quality, production, logistics) cooperation in resolving claims, the introduction of new projects, creating price calculations, invoices, optimizing inventory, intrastate - customs software

CUSTOMER SERVICE REPRESENTATIVE

T-Mobile Czech Republic, Plc [10/2001 – 11/2003]

- Handling customer inquiries and complaints over the phone and via e-mail (passive telemarketing), to provide accurate information regarding the products and services offered to customers, the sale of services, to customers

EDUCATION AND TRAINING

VŠFS Business management and corporate finance

VŠFS Business management and corporate finance [2009 – 2014]

Address: Pionýrů 2806, 43401 Most (Czechia)

<https://www.vsfs.cz/?id=1778-studijni-stredisko-most>

LANGUAGE SKILLS

Mother tongue(s): Czech

Next languages:

Slovak

LISTENING: C2

READING: C2

UNDERSTANDING: C2

SPOKEN PRODUCTION: B2

SPOKEN INTERACTION: B2

English

LISTENING: B2

READING: B2

UNDERSTANDING: C1

SPOKEN PRODUCTION: B2

SPOKEN INTERACTION: B2

German

LISTENING: C2

READING: C2

UNDERSTANDING: C2

SPOKEN PRODUCTION: C2

SPOKEN INTERACTION: C2

Polish

LISTENING: C2

READING: C2

UNDERSTANDING: C2

SPOKEN PRODUCTION: C2

SPOKEN INTERACTION: C2

DIGITAL SKILLS

Microsoft Excel / Microsoft Word / Microsoft Teams / Microsoft Office / Microsoft PowerPoint / Microsoft Outlook / / Email / Skype / SAP / Internet / Memsources / Phase / XTM