

MARCIN KOZYRA

PERSONAL DETAILS

Name

Marcin Kozyra

Address

Ul. Warszawska
Warszawa, 72-007

Phone number

+48 123 456 789

Email

przyklad@cv-maker.pl

Website

www.zamojska.pl

LANGUAGES

Polish



English



German



Russian



SKILLS

Word



Excel



Power Point



SAP



Communication



Management



HOBBY

■ Photography

■ Football

■ Travel

Multilingual result-oriented business professional, with 9 years of experience in various administrative positions, who having the ability to communicate confidently at all levels. With a reputation for providing high quality and personal service for her work, many initiatives and a great desire to contribute to the continuous success of every office. In addition to this well organised, my strong experience in a team management focused on environment makes me a great asset to your organisation

WORK EXPERIENCE

Management Assistant / Office Coordinator

May 2015 - Present

Amazon, Szczecin

Organized a 5-day event for over 300 people with the help of an event agency. Was responsible for the budget of over half a million złotych.

- Assistant to the Board, keeping calendars of meetings of Board members
- Coordinating administrative matters related to the functioning of the office, coordinating the reception work from the substantive and disciplinary side, supervising the quality of performed duties, compliance with internal procedures etc.,
- Contact with the administration and technical service of the building. Planning, recording and accounting of documents in the SAP accounting system.

Administration specialist and Secretariat Services

Feb 2009 - Mar 2015

Tesco, Szczecin

Responsible for the entire process of creating a new office in Szczecin, contact with mutual contractors, from a construction company to a furniture supplier.

Negotiated the longest payment terms with suppliers in company history up to 120 days.

- Organisation of a jubilee event to celebrate the 25th anniversary of the company,
- Coordinating the distribution of contacts with existing offices,
- Implementation of orders for office supplies and supervision of office equipment,
- Negotiations of contract conditions with service providers,
- Contact with the administration and technical service of the building. Planning, recording and accounting of documents in the SAP accounting system,
- Supporting departments (preparing reports, database contact by phone and e-mail with recipients of services),

EDUCATION

Bachelor's Degree

Sep 2009 - Jul 2011

University of Information Technology, Szczecin

Management and Administration; Specialisation Journalism