

Top Skills

Microsoft Office
Marketing Strategy
Sales

Languages

English

Senior Secretary

Summary

Experienced Office Associate with a demonstrated history of working in the various industry. Skilled in account, management, marketing. Strong administrative professional with a Postgraduate Studies focused in E-Commerce/Electronic Commerce from Akademia Leona Koźmińskiego.

Experience

Infosys

Senior Secretary

July 2022 - Present (2 years 2 months)

Łódź, Woj. Łódzkie, Polska

Zahir Kebab

CEO ASSISTANT

March 2021 - March 2022 (1 year 1 month)

Łódź, Woj. Łódzkie, Polska

Corpo sp. z o.o. sp.k.

Assistant to the Board / Administration Department

September 2020 - February 2021 (6 months)

Łódź, Łódzkie, Poland

Close cooperation with the Management Board of the Company, including organizing business trips for Members of the Management Board and other employees, preparation of letters for the Management Board, do shopping for the needs of the Management Board. Also, I coordinating the correct circulation of documents and comprehensive secretarial services (including call forwarding, sending letters, e-mail service, etc.).

Sometimes I prepare recruitment advertisements and conducting preliminary interviews

Biostar PPHU Witold Krusz

Office Employee

November 2018 - February 2020 (1 year 4 months)

Lodz, Lodz District, Poland

Organizing of Business Trips (ships, flights, hotels etc.), preparation of international shipments, preparation of commercial offers

ZŁOTNICKI Rafał Złotnicki

Office Assistant

May 2016 - October 2018 (2 years 6 months)

Lodz, Lodz District, Poland

Public Tenders and Contracts

Aqua Park Łódź Sp. z o.o.

Specialist for Promotion and Sales

June 2015 - April 2016 (11 months)

Organise events, coordinating the work of cleaning staff, describing invoices, presenting aquapark's events offer to individual clients

Crank

E-commerce Manager

January 2015 - May 2015 (5 months)

International selling of bikes parts.

ZPAV

Specialist for Administration and Market Research

August 2014 - December 2014 (5 months)

Music royalties and musician producers rights target.

Best Incentive

Specialist for Sales

May 2014 - August 2014 (4 months)

Preparing Incentive travels.

Education

BSMART SP Z.O.O.

1-year training, Computer Programming · (2019 - 2020)

Akademia Leona Koźmińskiego

Postgraduate Studies, E-Commerce/Electronic Commerce · (2015 - 2016)

University of Lodz

Bachelor of Arts (B.A.), Cultural Anthropology · (2007 - 2014)

Universidade de Trás-os-Montes e Alto Douro

International Intership - ERASMUS, Journalism, Social Work, Science of Culture · (2012 - 2012)

University of Surrey

Business English · (2006 - 2007)