



PAWEŁ JARUBAS

ANALYST AT CITI

CONTACT DETAILS

E-MAIL:

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+48 605 583 433 |

ADDRESS:

10-560 OLSZTYN

UL. ŻOŁNIERSKA 33/36

WORK EXPERIENCE

ANALYST

CITI | APRIL 2019 - ONGOING

- development of process and control automation tools in VBA and SQL language
- providing specialistic support in the Bank's projects and technology maintenances as Subject Matter Expert,
- analysis of proper functionality of Bank's systems based on specific modules,
- ongoing cooperation with Bank's technology support and application developers.

JUNIOR ANALYST

CITI | AUGUST 2016 - MARCH 2019

- controlling and analyzing processes inside the unit, identifying and correcting defects,
- preparing reports and statistics on existing processes,
- introducing automation within processes, report preparation and control,
- active contribution to existing projects and technology developments in Bank,
- technical and substantive support for co-workers.

TRANSACTION SERVICES SPECIALIST

CITI | APRIL 2015 - AUGUST 2016

- verification of document packages for account opening in SME sector,
- providing support and training for branch employees,
- active contribution to automation of SME account opening project,
- preparing report for monthly committee meetings.

TRAINEE AT THE BANK

BANK POLSKIEJ SPÓŁDZIELCZOŚCI S.A. | JULY 2011

- organizing documents of individual customers,
- updating data of individual customers in the system,
- promoting products offered by the Bank.

EDUCATION

MASTER'S DEGREE, MAJOR: MANAGEMENT | 2012-2014

UNIVERSITY OF WARMIA AND MAZURY IN OLSZTYN

SPECIALIZATION:

ACCOUNTING AND FINANCIAL MANAGEMENT

BACHELOR'S DEGREE, MAJOR: ECONOMICS | 2009-2012

UNIVERSITY OF WARMIA AND MAZURY IN OLSZTYN

SPECIALIZATION:

ENTERPRISE'S ECONOMICS



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SKILLS

- Microsoft Excel (4),
- Microsoft Word (4),
- Microsoft Outlook (4),
- Visual Basic for Applications (4),
- Microsoft Access (3),
- Microsoft PowerPoint (3),
- SQL(3),
- Java (2),
- Python (2),
- C# (2),
- SAS 4GL (2),
- Git/Github (1),
- JavaScript (1),
- HTML (1),
- CSS (1).

(*) skill level: 1 - basic, 2 - intermediate, 3 - advanced, 4 - fluent

FOREIGN LANGUAGES

- English - C2 level
- German - A2 level

COURSES AND CERTIFICATES

98-388:MTA: INTRODUCTION TO PROGRAMMING USING JAVA

CENTRUM ROZWOJU OSOBISTEGO AKSA | APRIL 2019

SZKOLENIE ORACLE CERTIFIED PROFESSIONAL JAVA SE PROGRAMMER

CENTRUM ROZWOJU OSOBISTEGO AKSA | MARCH 2019

BASIC GRAPHOLOGY COURSE

BANK HANDLOWY W WARSZAWIE S.A. | JANUARY 2016

CERTIFICATE IN ADVANCED ENGLISH

UNIVERSITY OF CAMBRIDGE ESOL EXAMINATIONS | JUNE 2008

CERTIFICATE IN ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

THE CITY AND GUILDS OF LONDON INSTITUTE | MAY 2005

INTERESTS

IT, SAILING, COOKING, FANTASY LITERATURE, BOARD GAMES, MATHEMATICS PECULIARITIES, PSYCHOLOGY PECULIARITIES, ROLE PLAY GAMES

I agree to the processing of personal data provided in this document for realising the recruitment process pursuant to the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) and in agreement with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)