



7200 Dombóvár, HUNGARY



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LinkedIn



<u>Portfolio</u>

Viktória Cserép

Experience

2018 – 2014 - 2016

 Administrative Assistant • IMOBAU ÉPÍTŐIPARI KFT. • Task: Performing financial and administrative tasks; handling outbound and incoming invoices, account management; active contact with accounting; recording of bank details; keeping the register; cash management; keeping in touch with partners; keeping an econstruction log.

Education

2016 - 2018

Eötvös Loránd University, Budapest

 Librarian and Information Science, MA/MSc • Business Information Management • Main subjects: Electronic Documents and Formats; Information Security Essentials; Business and Law Studies; Information Management and Marketing; Publishing.

2011 - 2014

University of Kaposvár, Kaposvár

 Librarian and Information Science, BA • Public Library • Main subjects: Informatics; Database Building and Management; Source Exploration; Library Management.

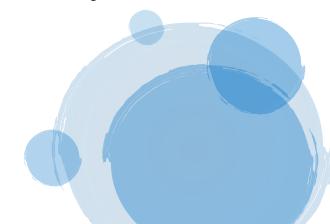
2007 - 2011

Apáczai Csere János High School, Dombóvár

 Specialization in Informatics • Main subjects: Programming (Turbo Pascal, Lazarus); Typing; Database Management.

Language skills

English (intermediate)





Computer Skills

Bootstrap

CSS3

HTML5

European Computer Driving Licence (ECDL)

Microsoft Office

Using Electronic construction log

Using of Ügyfélkapu and Cégkapu

Using of Elektronikus Közbeszerzési Rendszer

Using online billing program

TERC - Knowledge of construction budgeting program

Other

Driver's license Category B

Skills

Good networking, adaptability, good organizational skills

Taking on new challenges

Being able to work independently and also as a member of a team

Payment claim

Depending on the tasks to be performed, working hours and other benefits, it is the subject of discussion (after-tax HUF 300,000 - 400,000).

