



Viktória Cserep

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 e-construction 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)



7200 Dombóvár,
HUNGARY



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[LinkedIn](#)



[Portfolio](#)





Computer Skills

Bootstrap
CSS3
HTML5
European Computer Driving Licence (ECDL)
Microsoft Office
Using Electronic construction log
Using of Ügyfélkapu and Cégek
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).

