

Nikolett Muller

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Contact

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Skills

Multitasking Abilities



Excellent

Flexible and Adaptable



Excellent

Problem-Solving



Excellent

Microsoft applications proficiency



Very Good

Google Workspace



Very Good

Order picking and processing



Excellent

Work History

2012-01 -
2017-03

Assistant Bar Manager

Gyongyvirag Eszpresszo, Nagykaracsony, Hungary

- Strategized plans to increase bar revenue through innovative promotional concepts, specialty drinks, and customer-focused events.
- Kept alcoholic beverages well-stocked and organized to meet expected demands.
- Crafted special drink and cocktail menu items for seasonal offerings.
- Consulted with managers to organize special events and promotions.
- Closed out cash register and prepared cashier report at close of business.
- Recruited, hired and trained staff on bar practices, customer service standards, and productivity strategies.
- Maximized customer service by training staff, overseeing operations, and resolving issues.

2009-04 -
2011-12

Warehouse Associate

Kriszt LTD, Budapest, Hungary

- Performed inventory control, such as counting, and stocking merchandise.
- Cleaned and maintained warehouse in compliance with OSHA safety standards.
- Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free.
- Inspected incoming and outgoing shipments to verify accuracy and prevent errors.
- Consistently lifted materials weighing as much as 50 pounds.
- Checked packages and merchandise for damage and notified vendors.
- Assembled orders and packed items for shipment.

Lifting and sorting
Excellent

Languages

Hungarian
Excellent

English
Excellent

German
Average

2007-02 -
2009-03

- Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.
- Manually or mechanically loaded and unloaded materials from platforms, cars or other transport vehicles.
- Performed general housekeeping and cleaning tasks.
- Loaded, unloaded, and moved material to and from storage and production areas.
- Trained and supervised new employees to apply best practices and comply with health and safety procedures and regulations.

Retail Shop Assistant

Kriszt LTD, Budapest, Hungary

- Drove customer loyalty and consistent sales through friendly service and knowledgeable assistance.
- Completed daily tasks accurately and on-time to support shop needs.
- Checked incoming orders and organized new stock.
- Greeted customers entering store and offered assistance with requirements.
- Organized shelves to remove slow moving items and add new merchandise.
- Monitored shop security to identify and report shoplifting activities and increase security measures.
- Swept and mopped floor, wiped windows and fixtures after closing to support cleanliness and maintain organized store.
- Assisted customers in finding items and explained benefits and services to increase sales and satisfaction.
- Stocked merchandise, clearly labeling items, and arranging according to size or color.
- Volunteered for extra shifts during holidays and other busy periods to alleviate staffing shortages.
- Opened, shelved and merchandised new products in visually appealing and organized displays for

optimal sales promotions.

- Remained calm and composed in tense situations involving angry or upset customers.

Education

2012-09 -
2016-12

Bachelor's Degree: Commerce and Marketing

Budapest Business School - Budapest, Hungary