

ALEX WOJCIECHOWSKI

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PROFILE

Experienced office professional with 5 years in warehouse administration and accounting assistance. Developed strong attention to detail and creative problem-solving skills through diverse responsibilities. Recently completed Full Stack Developer program, gaining proficiency in web technologies and software testing methodologies. Seeking remote opportunities to leverage administrative expertise, meticulous attention to detail, and newly acquired technical skills in a dynamic environment.

WORK EXPERIENCE

- 2023

Arvato Benelux B.V. | Heijen, Netherlands

Service Delivery Officer

 - Provide quality service and support to clients, managing correspondence, complaints, and issue resolution.
 - Create delivery schedules and troubleshoot system issues.
- 2020 - 2023

Arvato Benelux B.V. | Heijen, Netherlands

Warehouse Support Specialist

 - Create and manage delivery schedules, ensuring efficient allocation of resources and optimizing logistics.
 - Oversee inbound and outbound deliveries, maintaining accurate records and ensuring timely processing.
 - Compile and distribute daily reports, providing key insights to management for informed decision-making.
 - Lead problem-resolution efforts, addressing logistics challenges and implementing effective solutions.
- 2018 - 2019

ADD Project | Częstochowa, Poland

Accountant Assistant

 - Manage personnel services, including contracts, personal acts, and attendance records.
 - Handle payroll processing, accounting allocations, and invoicing tasks.

EDUCATION

- 2012 - 2018

UNIVERSITY OF ŁÓDŹ

 - Bachelor of Culture Studies
 - Master of Culture Studies, specialisation: Film Studies

SKILLS

- HTML, CSS, JavaScript
- SAP
- Problem-Solving
- Time Management
- Attention to Detail
- Critical Thinking
- Adaptability

COURSES

CareerFoundry GmbH
Full-Stack Web Development Program (2024)

LANGUAGES

- Polish (native)
- English (advanced)
- German (basic)