


# KAROL SOJKA

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 Hlavná 79, Zemianske Sady 92554, Slovak Republic

Date of birth: 10. 2. 1987

## WORK EXPERIENCE

### National CL IS specialist

NOV 2021 - Currently

KUEHNE + NAGEL, s. r. o. - Senec, Slovak Republic

Process development and management for contract logistics

- Daily and monthly analyze and reporting of receiving/outbound and whole system movement of stock and all processes
- Preparation of Warehouse produktivity KPI
- Daily investigation of warehouse performance and preparation of reports for client/management
- Engineering of logistics processes (co-op with the client)
- Implementation of the logistics processes - analyze and improvement of existing logistics processes
- Daily support of the logistics processes incl. hardware and software
- WMS user support
- IT and IS user support
- WMS troubleshooting
- Management and maintenance of Zebra barcode printers
- Assets management of the IS hardware for Contract Logistics
- Error analysis, recovery and trouble shooting in coordination with national / regional team and/or other relevant counterparts
- Identification of training needs

### Lost Prevency and Security Manager

JAN 2021 - NOV 2021

Tesco International Clothing Brand s.r.o.

- managing team of 30 security employees and handling their attendance
- checking of obligations and security checkings done by security
- regular regional meetings with leads of security companies
- searching and handling of incidents with help of security camera systems
- in necessary cases communication with Police of SR
- budget planning, hours for financial year
- regular checking of warehouses (two large WHS)
- daily communication with leads of these WHS and handling current issues
- daily communication with transport department and handling current issues with trucks
- reporting of daily checks done by security
- maintainance of accesses private/company vehicles to WHS area
- daily cooperation with with WHS area manager
- full responsibility for functioning and smooth running of security cameras system
- handling, register and ordering of security seals for security gates and trucks
- handling of access chips, creating new accesses or editing existing ones
- daily control of transport, suspissions and thefts handling
- weekly reporting of WHS adjustments, thefts and checkings
- handling of complaint of SK, CZ and HU stores
- handling of issues with deliveries for CE
- monthly performance rating of security

### Oracle Superuser Specialist

JAN 2016 - JAN 2021

## SKILLS

Warehouse

management -

Advanced

Microsoft Excel -

Advanced

Microsoft Outlook -

Advanced

Microsoft PowerPoint -

Basic

Microsoft Word -

Advanced

Microsoft Windows -

Advanced

## LANGUAGES

English - Upper intermediate (B2)

German - Beginner (A1)

## DRIVING LICENSE

B

### DHL Logistics (Slovakia), spol. s r.o.

- handling of issues connected with running and usage of warehouse management system ORACLE Retail Warehouse Management System
- administration of ticket system, escalation/handling of tickets
- daily communication with Helpdesk support for Europe (in English)
- handling of various issues with PC users (access management, Excel issues, windows setup, etc.)
- Warehousing (toners for office, PC hardware, mobile phones, terminals and handheld scanners)
- knowledge of system processes in WHS that are connected to work in WHS (receiving, putaway and manipulation with palets, consolidation of stock, shipping, etc.)
- creating and managing of user accesses for whole WHS
- system service of Motorola terminals
- scripts writing in Auto It program, which is ment to ease and automate repetitive work on PC
- training of users for using ORWMS work processes

### Non Conformance Koordinátor

JAN 2014 - JAN 2016

### DHL Logistics (Slovakia), spol. s r.o.

- stock checking and complaints handling
- communication with transport department and suppliers (in English)
- after agreement, possible stock errors repairs in WHS
- communication with Personal agencies or Personnel department for provide human resources for rework of stocks
- managing teams of people assigned to rework of stock so the repairs were done as soon as possible with best possible results

### Label Printer (technik)

JAN 2007 - JAN 2014

### Foxconn Slovakia, spol. s r.o.

- label prining for assembly
- usage and maintainance of Zebra printers
- communication and support of Line Leaders
- ordering and distribution of work tools for assembly (special clothes, gloves, etc.)

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## EDUCATION

### Učiteľstvo akademických predmetov Anglický jazyk a Etická výchova

Pedagogická fakulta  
(Univerzita Konštantína  
Filozofa) - Nitra, Slovak  
Republic  
2006 - 2007

### Gymnázium Vojtecha Miháliky

Všeobecné vzdelanie s  
rozšíreným vyučovaním  
Cudzích jazykov a Matematiky  
Sereď, Slovak Republic  
2002 - 2006