Volha Sakalouskaya

Gdynia, Pomeranian Voivodeship, Poland

Date of Birth: July 9, 2000
Citizenship: Belarusian
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IT Portfolio: github.com/devolha

SUMMARY

Master of Economics and Law, specialist with over 4 years of professional experience in education, data analysis, and IT. Distinguished by a very good command of English (B2 level), fluent Polish, and exceptional academic results. Possesses extensive experience in the operation and diagnostics of IT systems, data analysis using MS Office tools (very good knowledge of MS Excel), additionally has a basic understanding of AutoCAD and reading technical drawings. **Currently, for over 2 years, developing IT skills through self-study and intends to start postgraduate studies** in Applied Computer Science (October 2025 - July 2026). Passionate about creating and developing websites. Currently developing a personal website and a platform for learning foreign languages.

KEY SKILLS

1. Data Analysis (MS Excel, SQL)
2. IT Systems Operation (ERP Streamsoft Prestiż, Microsoft 365)
3. IT Support and Education (diagnostics and troubleshooting of computer performance issues, software support).
4. Programming: HTML5, CSS3, Python (JavaScript, C# and Java – currently learning).
5. Problem Solving, Adaptability, Teamwork, Analytical Thinking, Continuous Improvement.

PROFESSIONAL EXPERIENCE

Production Planning Assistant (Full-time)
Saxdor Shipyard Sp. z o.o. | March 2023 - Present (Remote)
- Operation and documentation of processes through the ERP system:
  o Creation and verification of warehouse documents: production demand, supplier orders, customer orders, Goods Received Notes (PZ), Internal Transfer Notes (MM-), Goods Issued Notes (RW), creation of logistics documentation (WZ, WZDW, CMR), pro-forma invoices, domestic invoices (Trade and Warehouse Module);
  o Reporting for 5 auxiliary departments, entering technological data, creating item master data, Bills of Materials (BOM), technological operations, definition of reports; control of material flow between warehouses and locations (Production Management Module);
  o Verification of Goods Received Notes (PZ) and attaching them to invoices (DMS - Document Management System);
- Data Analysis and Reporting (preparing savings + profit reports and conducting predictive analyses for unique semi-finished products using ERP tools for multidimensional analysis and MS Excel).

- IT Support and system process optimization (diagnostics and troubleshooting of computer performance issues (including freezes, system crashes), user support in software operation (including ERP Streamsoft Prestiż by translating documentation), assistance with application installation (via the company portal), advice on password managers and cybersecurity principles (private and corporate)).
- Administrative support (production locker inventory, ordering office supplies).

Junior HR and Payroll Specialist (Lawyer of Labor Law) - Full-time Belarusian State Economic University | April 2021 - June 2022 | Minsk, Belarus
- Creation and development of legal documentation (resolutions, regulations, employment contracts, mandate contracts, court rulings).
- ERP System Operation: Managing documentation using BSEU ERP, ensuring operational efficiency of the HR department.

Lecturer - Volunteer Belarusian State Economic University | September 2021 - June 2022 | Minsk, Belarus
- Conducting lectures for 3rd and 4th-year students (international economic law, theory of law, copyright protection), average student group size was 30 people.

EDUCATION

Self-Study (IT) October 2023 – Present

Possess a solid theoretical knowledge and understands the main principles of IT, including digital information concepts, programming (data structures, algorithms, memory management), databases, Internet technologies (including internet protocols and endpoint security), including the distinction of attack types and methods of private and corporate security, as well as the use of VPN. Also has basic practical experience in writing queries in PostgreSQL and SQLite, administering operating systems (MS Windows 7-11, macOS, and Linux Ubuntu), virtualization (VirtualBox), creating CI/CD pipelines (Jenkins), and QA testing (Selenium). Completed a 6-hour training and passed the Microsoft exam above 75%, receiving the Career Essentials in Software Development by Microsoft professional certificate (date of obtaining: January 2025). Currently developing a personal website and a platform for learning foreign languages.

Belarusian State Economic University
Master's Degree (2022)
Specialization: Legal Support of Foreign Economic Activity

ADDITIONAL INFORMATION:

Languages:
- Belarusian: native (from mother)
- Russian: native (from mother)
- Polish: fluent (from father)
- English: advanced (B2)