Kalisz, 01.03.2021 r.

**References**

Mrs Karolina Szafran-Bełzowska, born on December the 18th, 1980 in Kalisz, was employed in the Human Resources Department of our University from September 26th, 2003 to September 30th, 2007 as a Senior administrative clerk on the basis of an employment contract.

She proved to be a very cheerful, communicative person, quickly establishing contact with employees, duly fulfilling her official duties and cooperating effectively with other employees. She eagerly raised her own qualifications by participating in numerous trainings.

**Karolina’s main duties were:**

1. Completing and verifying documents related to employment and termination of employment of administration and technical service employees.

2. Keeping personal annual records of working time of administration and technical service employees.

3. Keeping a register of dismissals of employees with temporary incapacity to work.

4. Determining the dimensions of employees' holiday leaves and their planning.

5. Determining employees entitlements to an internship allowance, jubilee bonus, disability and retirement benefits.

6. Keeping a register and statistics of employment of employees.

7. Keeping a register of civil law contracts.

8. Keeping social cards for University employees.

9. Maintaining an archive of personal files.

10. Performing other works ordered by managers.