





Ing. Michaela Berthová

About me

I am a very goal-oriented person with an eye for detail. I like to accept new challenges and in my working life I am looking for a position that will fulfill my potential to the fullest extent.

CONTACT DETAILS

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 Okružná 100/17, Čadca 02204, Slovak Republic

Date of birth: 12. 2. 1999

SKILLS

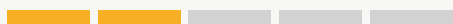
Microsoft Word - Advanced



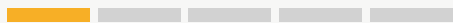
Microsoft Excel - Advanced



IBM SPSS Statistics - Basic



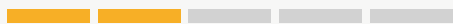
Microsoft Access - Beginner



Microsoft PowerPoint - Advanced



KROS Olymp - Basic



KROS Omega - Skillful



SAP system - Skillful



VAATZ - Skillful



Microsoft Outlook - Skillful



Microsoft Teams - Skillful



LANGUAGES

English - Advanced (C1)



German - Elementary (A2)



Czech - Upper intermediate (B2)



Work experience

MAY 2023 - Currently

General purchasing specialist

Hyundai Transsys Slovakia s. r. o., Žilina, Slovak Republic

Billing of invoices, receipt of goods, creation of new material items and creation of new suppliers in the SAP and VAATZ system. Active cooperation with Korean SAP developers and specialists. Active communication with suppliers also in English. Finalization of orders in the Vaatz system. Ensuring the minimum stock level. Purchase of non-production goods. Accountability for meeting profitability related objectives within 'General Purchasing'. Regular reporting. It evaluates suppliers based on the evaluation of basic indicators. Maintaining long-term relationships with suppliers. Orientation to "saving". Control and creation of contractual relations between HTSK and suppliers.

NOV 2020 - APR 2023

Technical support

United Classifieds s.r.o., Žilina, Slovak Republic

Confirmation and control of advertisements and control of platforms Bazar.sk, Nehnutelnosti.sk and Autobazar.sk. Work on e-chat and processing of e-mail communication on all platforms. Editing of ads, client support, control of corporate advertisers and website management.

MAR 2020 - DEC 2021

Administrative Worker, Official

Stredoslovenská energetika, a. s., Žilina, Slovak Republic

Creation of contracts in the electronic system, control of powers of attorney. Archiving and reporting.

Education

SEP 2018 - JUNE 2021

Fakulta prevádzky a ekonomiky dopravy a spojov

Ekonomika a řízení podniku

Žilinská univerzita, Žilina, Slovak Republic
Bachelor's degree

DRIVING LICENSE
B

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| SEP 2021 - MAY 2023 | Fakulta prevádzky a ekonomiky dopravy a spojov Ekonomika a řízení podniku Žilinská univerzita, Žilina, Slovak Republic Engineering studies |
| 2013 - 2018 | Business Academy - bilingual study Ekonomika Čadca, Slovak Republic |