

**Subject: Application – Operations / Office Coordinator Position**

**Dear Recruitment Team,**

I would like to express my interest in operations/office coordinator and back office positions. I am seeking a role where organized operations, accurate administration, and transparent process support play a key role.

Between 2021 and 2025, I worked as a Senior Call Coordinator at Prohuman Zrt., supporting the daily operations of an organizational unit. My responsibilities included independent task management, priority setting, client and internal communication, as well as accurate management of administrative and documentation processes. During my work, I regularly collaborated with HR and management.

I believe that my precise, reliable work performance and systematic approach provide a good foundation for effective work in back office and operations environments. Stable operations, meeting deadlines, and quality administration are important to me.

Please review my CV. I would be happy to participate in a personal or online consultation.

Best regards,

Gyula Magyar