

GYULA MAGYAR

Operations / Office Coordinator | Back Office Operations

 mgycontact@gmail.com |  <https://github.com/magyargyula>
 www.linkedin.com/in/gyulamagyar |  <https://www.magyargyula.hu/>



PROFESSIONAL SUMMARY

I am a precise and reliable operations/office coordinator with several years of administrative and operational experience. My strengths include coordinating back office processes, accurate documentation, task prioritization, and consistent adherence to deadlines. In my work, I regularly collaborate with HR and management, supporting the transparency and efficiency of daily operations. I am characterized by structured, independent work and a solution-focused approach.

KEY COMPETENCIES

- Back office and administrative coordination
 - Documentation, process tracking, reporting
 - Task prioritization, deadline management
 - Client and internal communication
 - Problem-solving, escalation management
 - Collaboration with HR and management
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PROFESSIONAL EXPERIENCE

Senior Call Coordinator – Prohuman

April 2021 – February 2025 | Remote

Handling customer and internal requests, logging incidents and supporting their resolution. Managing administrative processes and documentation, forwarding and tracking technical issues.

EDUCATION & TRAINING

- T-SQL Database Operations Training
 - Junior System Administrator Training
 - RTV Electronics Technician
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LANGUAGES

- English – A2–B1 (continuous improvement)