



## Gergely Szűcs

**ID:** 204085KE

**Date of birth:** 23/01/1992

**Place of birth:** Szombathely,  
Hungary

**Nationality:** Hungarian

**Gender:** Male

## Contact

Dózsa Utca 41, 9721,  
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**europass**

## WORK EXPERIENCE

- **Poly-Pack Kft.** Szombathely , Hungary  
**Administrative assistant**  
12/11/2025 - Current
  - Processing, verifying, and recording incoming and outgoing invoices to ensure financial accuracy.
  - Preparing and issuing delivery notes and other essential shipping documents.
  - Organizing freight and transportation, including liaising with carriers and monitoring delivery schedules.
  - Monitoring and managing company expenditures, ensuring all costs are documented and reconciled.
  - Handling general office tasks to maintain efficient daily operations.
- **HB Interiors Kft** Szombathely, Hungary  
**Production Planner**  
26/05/2025 - 11/09/2025
  - Prepared designed furniture for production
  - Processed and managed orders
  - Supervised manufacturing processes
- **Vas County Government Office — Land Registry Department 1**  
Szombathely, Hungary  
**Administrative Specialist (Land Registry)**  
17/09/2020 - 12/05/2025
  - Performed administrative duties for the department
  - Ordered supplies and equipment needed for daily operations
  - Prepared queries and data extractions
- **Péter P. Bútoripari Kft.** Gencsapáti, Hungary  
**CNC Operator — Woodworking / Furniture Components**  
15/05/2017 - 17/09/2020
  - Optimizing production workflows and efficiency using WoodWOP software.
  - Operating wood industry CNC machinery for the production of furniture components.
  - Manufacturing high-quality furniture parts and components according to technical specifications.
- **ÁTRIUM NET Kft.**  
**Customer Service Representative**  
03/01/2016 - 15/05/2017
  - Served walk-in customers
  - Sold new subscriptions and mobile devices

## EDUCATION & TRAINING

- 21/09/2024 - 16/10/2025** Budapest, Hungary
- **Frontend Developer** Ruander Training Center
- Field(s) of study:** Software and applications development and analysis
- 01/09/2012 - 12/06/2015**

**BSc in Geography — Regional and Settlement Development**

Eötvös Loránd University — Savaria University Center

**Field(s) of study:** Natural sciences, mathematics and statistics not further defined

**10/08/2010 - 12/06/2012**

**Baking and Confectionery Technician** Food Industry and Surveying Vocational School and Dormitory

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Hungarian

**OTHER LANGUAGE(S):**

English

Listening B1

Spoken production B1

Reading B1

Spoken interaction B1

Writing B1

## SKILLS

JavaScript Framework | CSS & HTML | MS Office(MS Word,MS Powerpoint,MS Excel,MS) | Angular | Adobe Acrobat | understand spoken English | process customer orders