



Gergely Szücs

ID: 204085KE

Date of birth: 23/01/1992

Place of birth: Szombathely,
Hungary

Nationality: Hungarian

Gender: Male

Contact

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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

Reading B1

Writing B1

Spoken production B1

Spoken interaction B1

SKILLS

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