



# CURRICULUM VITAE



## PERSONAL INFORMATION

Name

**VERONIKA DEBNAROVA, ING.**

Address

**Vimperská 2, Detva 962 12**

Telephone

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Nationality

Slovak

Date of birth

06<sup>th</sup> February, 1987

## WORK EXPERIENCE

- Dates (from – to)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

### **02. 11. 2011 – 25.06.2012**

FREDI SAMPT TRANSPORT, S. R. O., Záhradná 855/11, 96212 Detva - Sídliisko

International transport

Disponent, Spediter, Assistant

- various daily administrative work
- communication with suppliers, clients
- ensure the transport of goods, materials
- telephone communication, call forwarding

- Dates (from – to)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

### **02. 11. 2011 – 25.06.2012**

LORENZ PAN A. G., J. Kravoglstr. 10, Bolzano, Italy

Engineering – manufacturing palletizing plants

Secretary

- various daily administrative work
- communication with suppliers, clients
- preparation of delivery notes
- ensure the transport of goods, materials
- daily administrative work
- telephone communication, call forwarding
- booking hotels, air-tickets

- Dates (from – to)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

### **01. 10. 2009 – 01. 06. 2010**

DECOMMER – OTS, s. r. o., Novosady 924/15, Zvolen

Engineering - reparation and sale of spare parts for machines type CNC

Assistant of purchases and sales

- various daily administrative work
- keeping books of invoices
- preparation of delivery notes
- telephone communication
- correspondence with foreign countries
- preparation of sales contracts

- Dates (from – to)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

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- Name and address of employer
  - Type of business or sector
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## EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
  - Title of qualification awarded
- Level in national classification

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## MOTHER TONGUE

### OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

### SOCIAL SKILLS AND COMPETENCES

### ORGANISATIONAL SKILLS AND COMPETENCES

### TECHNICAL SKILLS

#### 01. 01. 2008 – 31. 09. 2009

Allianz – Slovak Insurance Group, a. s., Dostojevského rad 4, 815 74 Bratislava  
Insurance

financial adviser

- communication with clients
- searching clients
- drafting of insurance contracts

#### 13. 02. 2006 – 24. 02. 2006

Freytag, s. r. o., Vimperská 1423, 962 12 Detva  
manufacturing and sale of sun blinds

assistance accountant /student practice for 2 weeks/

- administrative work and correspondence

#### 2009 - 2011

**Slovak University of Agriculture in Nitra**

**Faculty of Economics and Management**

Economic, Marketing, Management

Ing.

Second degree

#### 2006 - 2009

**Slovak University of Agriculture in Nitra**

**Faculty of Economics and Management**

Commercial business, Economic, Marketing, Management

Bc.

First degree

#### 2002 - 2006

**Business Academy of Dominik Skutecky 8, Banska Bystrica**

Management

School leaving examination

## SLOVAK LANGUAGE

### GERMAN

good  
good  
good

### ENGLISCH

good  
good  
good

### ITALIAN

basic  
basic  
basic

- able to work well in teams
- self-motivated
- able to work under tight deadlines
- attentive to detail

- preparation of daily plan
- able to organize working time

- skilled in word processing

**AND COMPETENCES**

- understand spreadsheet usage
- skilled with Internet/WWW
- understand programs from the company KROS /Olymp, Omega/  
Olymp – Payroll accounting  
Omega – Double entry accounting

**ARTISTIC SKILLS  
AND COMPETENCES**

Music, Sport, Reading, Learning languages

**OTHER SKILLS  
AND COMPETENCES**

Independence, Precision, Flexibility

**DRIVING LICENCE(S)**

B

Ing. Veronika Debnárová