

Curriculum Vitae

Name: Katalin Czár
Birth: 28/01/1964, Budapest
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Certification:

1983-1987 College for Foreign Trade, Budapest
French-Russian correspondent

1978-1982 Teleki Blanka Secondary School, Budapest

Work Experience:

2009- 2010 Németh Imre elementary school – pedagogic assistant
- look after the children, participate in global life of school, administrative tasks

2003 – 2008 IBM ISSC Kft, Accounts Payable Center, Budapest
- SAP data entry - Accounts Payable Specialist -
Task: invoices checking and processing in SAP, APICS systems
Target countries: France, England, Sweden and Germany IBM

2001-2002 Local Authority of XIV. District
Tasks: organizing the work of local representatives on the educational and civil area

1992-2000 OTP Bank Rt. Department of Information Technology
Tasks: assistance of Department Manager – secretary/assistant
OTP Bank Rt. branch bank - XIV. district - administration
Tasks: stocks, investments clerk

1987-1989 **BUDAVOX** Foreign Trading Company – Budapest –
Tasks: correspondence clerk

1982-1983 **Budapest Tourist** - administrator

Language knowledge:

- English: middle level – active – Type C, accredited
 - French: middle level- active -
 - Russian: middle level – passive -
 - Hungarian: native
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Skills:

- reliable, cooperative and hard-working
 - sense of responsibility, precise
 - team worker
 - adaptable
 - dynamic personality
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Other skills:

- Software user on middle level (according to OKJ) -
Műszertechnika
- Computer : SAP, APICS, Internet, Lotus Notes, **MS Word**, MS
Excel and Access
- Driving licence: category „**B**” – 1983 -
- “Six Sigma” - basic training (IBM)