

Alžběta Jurenová

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Birthday: 24. 5. 1973, 51



About me: I am responsible, communicative and friendly person.

JOBS EXPERIENCES

Logistic specialist, translator and receptionist, at Pfisterer Czech s.r.o.

(Switzerland / German corporate – insulators production for high voltage lines), in Kadan Czech Republic

January 2019 - October 2023

The first time I worked as receptionist and translator. Afterwards 2 years as a logistic specialist. I had to ensure import from goods from third countries and from European union. I communicated across the corporation with colleagues, with suppliers, with carriers. I handled road-, sea-, air- freight, customs clearance, and other administration such as issuing transportation orders, approving invoices in SAP, processing returns and credit notes, preparing Intrastat data, monthly statistics, and occasionally translating logistics related documentation.

Production assistant and HR assistant at Lindner Group s.r.o.

(German building company, production of fire safety doors) in Ostrov, Czech Republic

Mai 2017 – September 2018

Printing and preparing orders for the production, orders entering the system, checking orders for correctness, translation of workflows (German), control of closing of work operations in system. Assistant at department HR: processing of excel sheets at the monthly closing of staff attendance, processing and storage of work safety documents, invoice accounting, translations of various documents into and from German language.

Customer service at Pacific World Cosmetics

(American business company) in Chomutov, Czech Republic

October 2013 - March 2017

Work in system ORACLE: entering and processing of orders, maintenance of master data. Communication with production, with retail chains in Germany, Switzerland and other distributions companies in Europe. Freight orders, preparing of documents for customs declarant. Statistics from Oracle for company management in England. Closing of invoicing, issuance of credit notes. Support of business team. (Sending of samples, providing of logistic data, other administrative support.

Sales officer, acquisition of new customers, customer service, purchase, administration, at company CHPS s.r.o.

(laser and waterjet cutting, metal fabrication), in Chomutov, Czech Republic

April 2005 – April 2013

Searching for new customers in Germany and customer service. Translations of contracts, offers, technical documentation. Translation in German of business meetings, communication with customers, production team. Processing of their requests. Purchase of steel material. Freight orders, office items, packaging materials, material for work safety, mail handling.

EDUCATION

Secondary Industrial School of Construction – graduation Juli 1991

COURSE OR CERTIFICATE

Intrastat - 2022

Customs declarant basics - 2022

Incoterms - 2022

State exam of German - June 2001

KNOWLEDGE'S

SAP – intermediate

Oracle – intermediate

Microsoft Office – intermediate

LANGUAGES

Germany - advanced (C1)

English - intermediate (B1)

INTERESTS

I spend time with my family, we make trips, a like books, skiing and cycling.

DRIVING LICENCE

Group B

Additional information

I didn't list about jobs from earlier period.