

## CURRICULUM VITAE

Name and surname: Mieczysław Wojda  
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### EDUCATION:

2005 - CIMA studies (The Chartered Institute of Management Accountants)  
1996-2001 University of Warsaw, Faculty of Economics, MA diploma graded 5.0 (A)  
(field of study: Economics)

### PROFESSIONAL EXPERIENCE:

**Since I 2004 FMCG - Administration Specialist**

- Monthly reporting of financial data to the central headquarters in Europe.
- Improving and adapting the system to the required changes.
- Ongoing system administration. User training.

**V 2002 - I 2004 Book Publishing - Logistics and Analysis Specialist (company head analyst)**

- Preparation and presentation of reports and analyses of sales and trade for the needs of the authorities and the board of the company, coordinating the reporting process.
- Sales forecasting and planning.
- Analysis of inventory and production planning.
- Commercial supervision and implementation of company projects.
- Designing, administering databases (MS Access).
- Calculating sales commissions for Educational Representatives.

**I 2001 - V 2001 Makaron S.A. - Institutional Sales in Poland Director Assistant.**

- Maintaining contacts with foreign customers.
- Developing reports and sales analyses.
- Performing promotional preliminary activities.
- Coordinating work of Sales Representatives.

**2000 BRE Bank and BGŻ S.A. - student training.**

**1999-2001 Summer work in Germany and USA.**

### OTHER SKILLS:

**Languages spoken:**

- English - level close to CAE
- French - basic

### Courses, trainings:

MS Excel, MS Access - advanced with elements of VBA and SQL, Financial Awareness, Building a Collaborative Team, Professional Customer Service

### Computer:

MS Office (Excel, Access, Word, Outlook) - very good skills of SAP R/3, Oracle Financial Analyzer, Symfonia Handel, eMapa (a program for visualizing data on a map of Poland), IMAGIS digital maps

### STRENGTHS:

Efficiency and effect-oriented, effectiveness, loyalty, openness to team work, very good analytical and organizational skills. Ability to work under stress. Good looks, excellent health.

*I agree to have my personal data processed for any purposes necessary to the recruitment process in accordance with the Personal Data Protection Act of 29 August 1997, Dz. U., No. 133 item 883*