

## Curriculum Vitae

Karmina Malina

### PERSONAL DATA

Address of residence:

ul. Pływacka 04-113 Warsaw

Marital status:

married

### PROFESSIONAL EXPERIENCE

1996 – 1998

#### Personnel Administration Department Specialist - Kolteks Sp. z o.o.

- ⤴ organizational support of department employees
- ⤴ support of meetings
- ⤴ preparation of conference materials, premises, invitations
- ⤴ drawing up minutes
- ⤴ supplying the demand for office supplies
- ⤴ keeping records of equipment and facilities
- ⤴ keeping the archive of documents
- ⤴ department customer service
- ⤴ developing reports of unperformed time
- ⤴ billing operations

1995 – 1996

#### Independent Administration Clerk in the Energy Construction Department - Drawka S.A.

- ⤴ completing and collecting formal and informal documents
- ⤴ supporting phone calls, fax, computer, photocopier
- ⤴ sorting, completing and storing correspondence
- ⤴ billing of fuels and oils for the company units and preparing statistical material in this respect

1994

#### Accounting Department Assistant - Wawer company

- ⤴ receiving correspondence
- ⤴ scheduling of meetings
- ⤴ ensuring appropriate circulation of documents
- ⤴ organizing meetings
- ⤴ retyping texts
- ⤴ customer service

### EDUCATION

1989 – 1994

#### Technical Economic School

### SKILLS

- ⤴ Computer skills: MS Office (Word, Excel, Access), Internet
- ⤴ Office equipment skills: fax, photocopier, printer
- ⤴ Ability to keep revenues and expenditures books
- ⤴ Command of English language - intermediate level
- ⤴ Ability to touch type on the computer

### PREDISPOSITIONS

- ⤴ Timeliness
- ⤴ Accuracy
- ⤴ Orderliness
- ⤴ Efficiency
- ⤴ Good looks

*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 8.*