

Ing. Barbara Hurtišová

Address: Wolkrova 43, 85101 Bratislava

Tel.: 0904578078

E-mail: barbara.hurtisova@gmail.com

Date of birth: 28 May 1986

EDUCATION

Faculty of Business Management (University of Economics), Bratislava

2008 - 2010, General Management

Faculty of Economics and Management (Slovak University of Agriculture), Nitra

2005 - 2008, Business Management

Academy of commercial, Nitra

2001 - 2005

COURSES AND TRAINING

IT LEARNIG SLOVAKIA, s.r.o.

Microsoft Excel programming makros, Certificate

English for students of agricultural and economic sciences, UNICertB2

EMPLOYMENT HISTORY

Without an employer

23/10/2017 - yet, Maternity and parental leave

ELIT SLOVAKIA s.r.o

01/01/2017 - 30/06/2018, Supply chain planner

Responsibility for supply chain department. Inventory management at the central warehouse and branches. Cooperation with other departments, branches, warehouses and foreign partners.

Communication with Slovak and foreign suppliers in order to improve the supplier service level.

Responsibility for availability, losses, lost sale and warehouse value.

TESCO STORES SR, a.s. - Head Office

01/03/2012 - 31/12/2016, Analyst of stocks - Supply chain

Responsibility for correct setup of the system to resulted correct ordering goods for the whole SR.

Generating sales forecasts for the period, based on the development of the previous period.

Cooperation with other departments and stores for the correct functioning of the system and achieving the objectives.

TESCO STORES SR, a.s. - Small formats

01/08/2010 - 29/02/2012, Administrator of store, Leader of store, Representative manager

Ensuring customer satisfaction and financial results.
Responsibility for the complete operation of the business unit, standard and services business unit.
Manage and lead employees, the training and coaching of new employees.
Ensuring recruiting, staff development, and all changes related to the employees and processing documents for payroll accounting department.
Counting, sorting and registrating cash and meal tickets.

T-Mobile Slovensko

15/11/2009 - 31/07/2010, Part time - call centrum

Providing information to existing and potential customers, solving outbound calls to existing customers.

LANGUAGE SKILLS

English - Upper intermediate (B2)

OTHER KNOWLEDGE

Microsoft Excel - expert

Microsoft Access - expert

Microsoft Outlook - expert

Visual Basic - advanced

OTHER KNOWLEDGE, SKILLS AND INTERESTS

communication skills, flexibility, responsibility, independence, willingness to learn, ability to work in a team, experience of working with people.

DRIVING LICENCE

B category