



# MICHAŁ KILJAN

## Contact

Warsaw, Okęcie

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+48 535 456 511

## Main skills

- Team management
- MS Office experience
- Cash register experience (POS, LSI)
- Competent customer service
- Being able to work under pressure
- Being able to work in a group

## Certificates, courses

- Technician qualifications in Mechatronics (EE.21, EE.02) 2021
- Erasmus+ apprenticeship in Germany 2020
- Cambridge Assessment English certificate on C1 level 2019
- Erasmus+ student exchange in Lithuania 2019

## Personal motivation

I am a 22 year old student of Warsaw University at the Faculty of Management. Besides that I am employed as customer service at SK Store where I work for 3/4 of full time. My biggest hobbies are basketball and collecting sneakers. I wish to fulfill myself professionally, because I think that is the best way to gain life and work experience as well as perfecting the way to efficiently communicate with people face to face. I want to have a well paying job that will assist me in providing for my closest ones and help me achieve comfort in life.

## Experience

### Customer service

SK Store | April 2022 - currently

- Customer service;
- accepting deliveries;
- storing and managing merchandise;
- selling, invoicing;
- operating systems such as POS and LSI.

### Bar service

Cinema City | January 2022 - April 2022

- Customer service;
- selling food, beverages and tickets.

### Internship

Dürr Poland Sp. z o. o. | Lipiec 2021 - Wrzesień 2021

- Printing technical documentation;
- putting together the technical documentation;
- creating PDF files;
- creating Excel sheets;
- filing the technical documentation to production.

## Education

### Warsaw University

Management – Bachelor | October 2022 - currently

### Warsaw University of Technology

Mechatronics – Engineer | October 2021 - March 2022

### Tadeusz Kościuszko Complex of Technical Schools

Mechatronics - Technician | September 2017 - May 2021

## Languages

English - advanced

German - basics

Polish - mother tongue