



DAMIAN MUSIAŁ

Admin Assistant



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EDUCATION

Bachelor's degree

University of Warsaw

Financial management and accounting, corporate finance

2022 - 2025

SKILLS

- Critical thinking
- Communication skills
- Ability to work under pressure
- Advanced Excel skills
Eg: LOOKUPS, PIVOTS, DATA ANALYSIS
- Multitasking
- Attention to detail

LANGUAGES

- Polish - native
- English - B2

CERTIFICATES

- Santander Development Scholarship: Finance Academy SKN Investor 2023
- Excel Master | Udemy
- Santander Scholarship | European Banker's Certificate EFCB 3E UEK 2023

PROFILE

I am ambitious and curious about new professional challenges. I am currently looking for a job related to my field of study so that I can best combine theory and practice. I adapt very quickly to new conditions and often take on new challenges that can increase my skills.

WORK EXPERIENCE

KPMG Poland

07.2023 - now

Admin Assistant

- Taking care of office equipment
- Create reports, statements and control costs in Excel
- Invoice accounting
- Handling and logistics of business travel in the company
- Searching the market to select the best possible contractor, negotiating terms and process the agreement

Shell Poland

03.2021-06.2023

Shift Leader

- Acting on sales targets and indicators
- Dealing with warehouse management (ordering of goods, FIFO control, planograms)
- Dealing with fuel management
- Carrying out quarterly inventory
- Making adjustments in warehouse management
- Time management at the workplace (creating schedules)
- Invoice accounting

Polkomtel sp. z o.o.

09.2020-02.2021

Customer Retention Specialist

- Researching needs and selecting the best possible offer to retain customers
- Negotiate terms and final customer retention with the company