



# DAMIAN MUSIAŁ

## Admin Assistant

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<https://www.linkedin.com/in/damianmusial/>

### 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