

Maria Olczak



SKILLS

- Practical experience in Macrologic ERP software
- Familiarity with the Accounting Act
- Punctuality and perceptiveness
- Proficient knowledge of MS Office
- Analytical mind and very good numeracy skills
- Superior interpersonal and communications skills
- Proactive with can-do attitude
- Curiosity and fast learner

LANGUAGES

- English B2+
- German A2
- Polish native

INTERESTS

- Capital markets
- 80's rock music
- Figure skating

Contact

 Warsaw

 601 730 035

 olczakmaria405@gmail.com

EMPLOYMENT HISTORY

08.2024 Kuchnie Świata S.A.

Accounting Department Intern

- Entering and accounting documents in the Macrologic ERP system.
- Verification of warehouse documents compliance with invoices
- Accounting for fluctuations in exchange rates
- Assistance in posting bank statements
- Organizing financial records
- Reimbursement of employees' business travel
- Entering contract information into spreadsheets

07.2022 - 09.2024 Kames Sp. z o.o.

Assistant, waitress

- Customer service
- Participation in confectionery exhibitions
- Gathering and reporting customer feedback to enhance product quality.

ACHIEVEMENTS

2022

Volunteer work - assistance at the accommodation point for refugees at the point on Staffa Street 3/5.

2021

Volunteer work - assistance in organizing the international Ice Skating Union Challenger Series Warsaw Cup 2021.

2019 - 2020

Competition Zwolnieni z Teorii - completed social initiative "Młodzi Straszym," created to engage older individuals and promote intergenerational integration.

EDUCATION

2023 - present

University of Warsaw

Specialization: Financial Management and Accounting