

# 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



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## 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