

# Curriculum Vitae

## Personal Information

- ❖ First name: Nikolett Noémi
- ❖ Last name: Kóti
- ❖ Place of birth: Debrecen, Hungary
- ❖ Date of birth: 20.07.1991.
- ❖ Nationality: Hungarian
- ❖ Address: 49/A Füredi út, Debrecen, Hungary  
4032
- ❖ Telephone number: +36-20-39-99-680
- ❖ E-mail: [kotinikolett@citromail.hu](mailto:kotinikolett@citromail.hu)
- ❖ Family Status: unmarried



## Career history

August 2013 – present                      Household Services Ltd.

Position: Managerial Assistant

Duties:

- ❖ Managing the flow of all documentation relating to customers and suppliers, including invoices and the schedule of payments.
- ❖ Providing customer care over the phone, by email and in person.
- ❖ Liaising with clients concerning pricing, deadlines and possible complaints.
- ❖ Maintaining and using all databases, updating files and creating charts and graphs using MS Excel.

## Educational background

September 2010 – June 2013      Budapest Business School

Degree: Bachelor of Business Administration

Major: Foreign Trade

Fields of study:

- ❖ accounting and payroll management
- ❖ international shipping administration
- ❖ the planning and execution team-building and training programs

September 2006 – June 2010 Kossuth Lajos Secondary School, Debrecen

High School Certificate

Specialisation: Mathematics

September 1998 – June 2006 Kölcsey Ferenc Elementary School, Debrecen

## Skills and qualifications

### Languages:

Higher level language exam in English, acquired in 2011.  
Fluent in oral and written correspondence in a business environment.

Intermediate level language exam in French, acquired in 2013.  
Confident in oral and written communication.

Participated in further language training in Provence in 2014.

### Computer skills:

Confident and experienced use of Microsoft Word, Excel and Access.

Two years of experience in maintaining the company's website.

Acquired the intermediate ECDL certificate in 2012.

### Other skills:

Clean driving license, the ability to multitask and work under pressure. Dedicated team player and effective communicator, with attention to detail.

## My personality

I consider myself to be a reliable, accurate, responsible and hard-working person. I can work in a group very well. I have very good communication skills and I am patient and flexible. I am creative and I also have public speaking skills. I am able to work under high pressure.

## Hobbies

- ❖ reading and music
- ❖ gastronomy
- ❖ swimming and running

Signature

**Kóti Nikolett**

Debrecen, Hungary

15 March 2015