

Malgorzata Anczykowska

Diligence and professional approach to tasks ... - Dublin,
Carpenterstown, Ireland

W: <http://www.worky.com/malgorzata-anczykowska>

I am a hard-working, scrupulous, accurate, trustworthy and a responsible person.

My strengths are: ability to work with a high sense of urgency and under stress, organizational abilities and excellent work organization. I am very kind and I have hopeful disposition. Furthermore I am a good team player.

All the work which I performed so far has taught me diligence and professional approach to tasks.

At present I have not my own family so I can devote myself to work.

I am aware of the fact that my English language is communicative but I learn quickly and I believe I can offer your company lots of good things.

I look forward to discussing this opportunity further with you at a future interview and look forward to hearing from you.

Yours sincerely,

Małgorzata Anczykowska

Malgorzata Anczykowska's Professional Experience

- 2009 - Present **Baby-sitter/housekeeper**
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- 2006 - 2010 **Portos, Poland (Kalisz) - Marketing & sale department**
Supervising customer service quality level, responsible for responding to customer queries, advising, supporting the team with various financial processes, taking orders from the costumers and making sure that their accounts are in order;
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- 2005 - 2005 **AIB, Nederlands - Piecework - collection of apples**
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- 2005 - 2005 **Bookshop M. M. Kościelak - Kalisz - Practice as business agent**
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- 2004 - 2004 **Raspberry farm, Scotland - Piecework - collection of raspberry**
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- 2003 - 2003 **Kredyt Bank, Kalisz, Poland - Temporary contract work as supervisor assistant**
Responsible for the supervision and assisting - with filing, sorting and archiving bank documents, credit agreements, daily reports, daily revenues, credit cards agreements;
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- Key Skills Filing, Reports, supervision, Supervisor
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- 2002 - 2002 **Piecwork - tree planting, cleaning, Sweden**
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1999 - 2002 **OSiR Kalisz, Poland - Swimming teacher**

2001 - 2001 **Volkswagen offices, Kalisz, Poland - Cleaning supervisor**

Malgorzata Anczykowska's Education and Qualifications

2006 **Masters/PostGrad - Master degree in Music Art
University of A. Mickiewicz, Kalisz, Poland.**

Malgorzata Anczykowska's Additional Information

Languages

Polish - Working knowlege

English - Intermediate

Interests

- Music
 - Sport: Volleyball, Football, Tennis, Swimming, Running
 - Psychology, personal development
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Awards

- Ability to learn quickly
 - Diligence and hard working character, trustworthy worker
 - Ability to work with a high sense of urgency and under stress
 - Computer skills: MS Windows and MS Office
 - Team player (communicative abilities) and capable of working individually
 - Organizational abilities, excellent work organization
 - Strong communication skills
 - Excellent analytical skills
 - Driving license, category B
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