

CURRICULUM VITAE

PERSONAL DETAILS

Tomáš Doležel

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WORK EXPERIENCE

May – December 2016

- HOPI s.r.o. – Prostějov – Logistics Administrator
 - Responsible for administration of warehouse, everyday use of system SAP, achieving goals, successfully accomplishing tasks and managing team to fulfil quotas for every day

June 2013 – August 2013

- KOHRA Group s.r.o. – Prostějov – Back Office Assistant
 - Responsible for basic office work

SKILLS

- **Personal skills**
 - Flexible, Hardworking, Reliable, Creative, Adaptable, Well organized, Patient, Perfectionistic, Friendly, Punctual, Thorough, Open minded, Talkative, Fast learner
- **Additional skills**
 - Microsoft Office skills
 - Basic SAP skills
 - Presentation skills
 - Typing with all fingers

EDUCATION

Bachelor Degree

- Tomas Bata University in Zlín
 - 2014 – 2017
 - English for Business Administration BA (Hons)

First Certificate in English

- Language school Lingua
 - September 2012 – July 2013
 - Level B2

SOŠ průmyslová a SOU strojírenské

- High school
 - 2008 – 2012
 - Subject: Electrotechnical

Licence

- Driver Licence
 - Category B

INTERESTS AND ACTIVITIES

- IT services
- Geocaching
- Puzzle solving
- Hiking