

# Curriculum Vitae

## ▶ Personal Information

**Name and surname:** Adam XXXX  
**Date of birth:** XXX  
**Nationality:** Polish  
**Address:** XXX ZDJĘCIE  
**Mobile telephone:** XXXX  
**E-mail:** XXXX

## ▶ Professional Experience

**05.2011 – to today**                      **Department head Wrocław – ( nazwa firmy ) rent a car**

- ✓ supervising the work of employees
- ✓ cost control and setting the hours of work employees
- ✓ settlements section of business and reporting to the Board
- ✓ maintain standard of customer service
- ✓ conducting trade talks

**07.2008 – 05.2011**                      **Car rental Agent Wrocław – ( nazwa firmy ) rent a car**

- ✓ writing up rental contracts and making sure the details are correct
- ✓ sales - responsible for maximizing the revenue on every rental agreement
- ✓ monitoring the condition and road worthiness of rental vehicles

**09.2007 - 07.2008**                      **Sales Representative - NETIA**

- ✓ sales of telecommunications services for companies
- ✓ implementation of the plan sales
- ✓ timely reporting tasks

## ▶ Education

**2007 – 2009**                              **Higher School of Banking in Wrocław**  
finance and accountancy

**2004 – 2007**                              **XXII Secondary School in Wrocławiu**  
with an extended mathematics and informatics

## ▶ Additional Information

### Languages

- english - upper-intermediate, polish - native

### Additional skills

- very good arrangement of working time
- driving license „B” category since 2006
- very good computer literacy and packet office
- very good accounting system literacy „Small Business”

### Interests and hobby

- sport, automotive, tourism, dietetics, health