

# Administration



## Lenka Koray

Предпочитаемая страна: Чехия  
Зарплата: От 1500 EUR  
Направление деятельности: Секретариат, делопроизводство, ахо  
Тип работы: Полная занятость  
Готов к переезду: Да

### Описание резюме

Dear Sirs, My name is Lenka Koray, I am a Czech national, speaking and writing fluently English and Turkish. I speak German too. I graduated from the Technical university In Ostrava. I majored from Bussines and Marketing. Since that time, I have worked in across several sectors in administrative positions. I am communicative, systematic person oriented to details. I am able to work on my own, as well as a good team player. I deliver my tasks on time, as deadlines are sacred for me. I'm looking for a new challenge, and I am ready to answer all your possible questions in an interview at your earliest convenience. Thank you very much for your kind answer. Best regards, Lenka Koray

### Опыт работы

01.08.2011 – 01.06.2018

**CK Buzola, s. r. o.**

**Incoming Manager**

Dealing with touristic and incentive groups. Organizing services for foreign government institutions. Concluding contracts with hotels. Managing hotel reservations. Preparing tailor made programmes for groups.

01.01.2007 – 01.05.2006

**Fatra, a. s.**

**Export Specialist**

Sale of floor covering direct from producer to wholesaler on export markets Responsibility for key customers Dealing with L/C and customs procedures

01.09.2004 – 01.01.2007

**Fatra, a. s.**

**Marketing Specialist**

Preparing marketing budget for department of waterproofing membranes Responsible for the marketing budget Providing sales support (customer meetings, advertisement, promotional gifts and materials presentations) Processing of market analyses, sales results

01.06.2008 – 01.03.2020

**SELECTRON, spol. s r. o.**

**Manager in travel agency**

Organising B2B meetings for Turkish companies in Central Europe in cooperation with the Turkish Chamber of Commerce. HR duties Tailor made programs for business and leisure groups. Accommodation manager