

## Curriculum Vitæ

### Profile

I am a sincere, helpful and hard-working individual with experience as an Accounts Administrator and with strong IT background, with strong attention to detail, able to work on my own or as a part of a team. My strong ability in analytical thinking helps me to learn new systems and to become an expert quickly.

### Employment

**January 2008–April 2015** Sales Ledger Administrator, Accounts Dept., VDC Group, London

- identifying and correcting inconsistencies in the documentation received, contacting the relevant Departments
- raising invoices (sterling and euro), making sure all details are correct, keeping the necessity of future credits to absolute minimum
- dealing with Customers' queries, explaining the pricing and raising credits where necessary
- producing extensive reports as to Clients' specifications, writing Visual Basic macros and SQL queries
- writing specifications and testing new features of our bespoke database system
- **Achievements:**
  - producing a BoM Style Report for our biggest client matching the packing specifications from an Inventory Pack Spreadsheets to templates using regular expressions, so that the Company did not have to order this from our IT Supplier
  - producing the outstanding d-notes report with the percentage of completed jobs run daily by any of the colleagues, which contributed to smooth running of the office
  - writing a set of Visual Basic macros to manage lists of pricing discrepancies being sent to client and filtering the invoice runs against those to keep the list of invoices needed to be held for one of our big clients, which ensured them paying the invoices with minimum delays
  - implementing the cumulative rounding algorithm in Visual Basic to make invoice totals match in different applications

**November 2006–December 2007** Quality Control Operator, Accounts Dept. Assistant, Customer Services Dept. Assistant, Data Entry Clerk, Optical Discs Library Assistant: Orange Juice Recruitment Ltd./VDC Group Ltd., London

**November 2004–October 2006** volunteer for the World Esperanto Youth Organisation ([www.tejo.org](http://www.tejo.org)) Headquarters, Rotterdam, the Netherlands: member support, mail handling, proofreading, assisting the Treasurer with grant applications and reports

**August 2004** organising the 77th SAT Congress in Bratislava, Slovakia with KAVA-PECH ([www.kava-pech.cz](http://www.kava-pech.cz)): visa acquisition, city-guiding, interpreting and participant support

**September 2000–June 2001** Technical Editor of *Esperantisto Slovaka* (ISSN 13355031), L<sup>A</sup>T<sub>E</sub>X page layout programme

**October 2001–June 2002** mathematics teacher at Elementary School, Tajovského 1, SK-903 01 Senec, Slovakia

**September 1998–September 1999** programmer for Infotrans, Ltd., Bratislava in an Error-Correcting Codes project (C++)

## Volunteering

- Exhibition Stand Organiser Assistant/Exhibition Stand Organiser, Esperanto Association of Britain (2010–2012)
- translation (2003–2006) and user support (2004–) for [www.lernu.net](http://www.lernu.net) online language teaching project

## Education

**April 2015–May 2015** Java OCP Training Course, Training Square, London

**March 2015** Well-Typed's Fast Track to Haskell training course, Skills Matter, London

**Feb 2015** JavaScript & jQuery Training Course, Training Dragon Ltd., London

**July 2004** training seminar of TEJO, EOI and *Interkulturo*: Intercultural Communication on the Internet, Sarajevo

**1999–2001** *Philosophical Faculty*, Comenius University: *Japanese Language And Intercultural Communication* (quit 2nd year)

**1995–2000; 2002–2004** *Faculty of Mathematics, Physics and Informatics*, Comenius University in Bratislava, branch *Mathematics* (subbranches *Mathematical Structures* and *Informatics*) (quit 4th year)

**1991–1995** *Gymnázium* (Grammar School), Grösslingová 11, SK–811 09 Bratislava, mathematical class

**May 1995** leaving examination (A-level Equiv.) thereof: Mathematics, Informatics, Slovak Language and Literature, English (passed with honours)

## Language Skills

- Slovak (mother tongue; proofreading), Czech (C2)
- English: General (20/06/2003) and Special (Translation Branch) (07/06/2004) State Examinations in the Slovak Republic – passed with distinction
- Esperanto: ITK Origó International Examinations, C1 level (2009)
- Russian, Polish, German: intermediate (B1); specialised texts on Mathematics and Linguistics

## Computer Skills

MS Office: Excel/Visual Basic, C++, bash (Linux), L<sup>A</sup>T<sub>E</sub>X, SQL, HTML, JavaScript/jQuery, Sage Line 100, Sage Line 200

## References

Available upon request.

London, 31/07/2015

Martin Minich